

SAM HOUSTON STATE UNIVERSITY DIVISION OF STUDENT AFFAIRS

New Employee Awareness Program Check List

New Employee Name

Employment Area (Department)

Supervisor's Name

*Beginning Date of Employment**

The following is a list of the departments/areas in the Division of Student Affairs at Sam Houston State University. Each new employee is required to make contact with the appropriate divisional department head to set up a brief tour of facilities and program orientation of that specific department. The department head or a designee may conduct the orientation. It is highly recommended that this task be completed within 90 days of the initial date of employment.

The department head or designee will sign and date (in the space provided *below the department name*) when each visit has concluded. The hiring department's supervisor will follow through with the new employee to ensure the task is complete. Once the task is complete, the hiring department will keep the completed form for their records.

Counseling Center – <i>Drew Miller, Executive Director</i>	Date/Time	Location
		William R. Powell Bldg. 2 nd Floor <i>(Next to Old Main Market)</i>
Dean of Students – <i>John Yarabeck, Dean of Students</i>	Date/Time	Location
		LSC 210
Leadership Initiatives – <i>Meredith Conrey, Director</i>	Date/Time	Location
		LSC 321-C1
Lowman Student Center – <i>Rob Webber, Director</i>	Date/Time	Location
		LSC 331
Office of the VP for Student Affairs – <i>Frank Parker, VP for Student Affairs</i>	Date/Time	Location
		LSC 310
Recreational Sports – <i>Melissa Fadler, Associate Director</i>	Date/Time	Location
		Health & Kinesiology (<i>across the street from coliseum</i>)

Residence Life – <i>Joellen Tipton, Executive Director</i>	Date/Time	Location
		Lone Star Hall 101 (<i>across from Counseling Center</i>)
Services for Students with Disabilities – <i>Kelley Osborn, Director</i>	Date/Time	Location
		Lee Drain Annex
Student Activities – <i>Brandon Cooper, Director</i>	Date/Time	Location
		LSC 215
Student Health Services – <i>Erica Bumpurs, Director</i>	Date/Time	Location
		William R. Powell Bldg. 2 nd floor #260 (<i>next to Old Main Market</i>)
Student Legal & Mediation Services – <i>Gene Roberts, Director</i>	Date/Time	Location
		LSC 327

The supervisor and employee will review the program checklist on or about the third day of employment.

Date of program's conclusion: _____