

Staff Positions At-A-Glance  
School of Music Fall 2024

**Assistant to the Director—Andrea Avance**

- Tenure and promotion
- Evaluations
- Schedules meetings with the Director

**Shuang Liang—Advisor**

- Advises each undergraduate student
- Processes enrollment corrections, overload requests, degree exceptions
- Processes course substitution forms

**Cathrine Chesbro—Graduate Studies**

- Graduate enrollment
- Processes graduate procedures and forms
- Graduate application processing

**Undergraduate Studies—Caroline Robinson**

- Scholarships
- Enters enrollment permissions
- Organizes auditions and communicates with prospective students

**Financial Analyst—Tusneeya Tecimer**

- Faculty travel
- Purchasing
- Broad array of financial tasks

**Financial Analyst—Gayle Reynolds**

- Keys
- Guest artist payments
- Orders office supplies

**Facilities—Eric Walschap**

- All building concerns except for concert halls
- Technology
- Classroom/rehearsal room calendars

**Concert Halls—Neil Whyte**

- **Concert hall manger**
- Performance Scheduling
- Technology in Sharp, Pitman, and Gothic

**Webmaster—Daryl Nagode**

- Website updates
- Application system
- Creates online forms