



J. Jeffrey Jones, Ph.D.  
Vice-Provost

Nataly Chandia  
Associate Vice-President

### Intensive English Program

*Faculty Lead*

- Curriculum Management
- Academic Program Quality
- Accreditation
- Academic Advising

**Online English Program**  
Jennifer Haddad  
*Faculty Administrator and Director*

- Curriculum Management
- Course Development

**Finance and Human Resources**  
Jason Kennedy  
*Director*

- Grants, Proposals, and Bids
- Employment and Taxation
- Human Resources
- Office Management
- Finance and Budget

**International Partnerships**  
Mark Hartman  
*Director*

Emad Riad  
*Program Director*

- Business Development
- Recruitment Agents
- Contracts/Grants
- Protocol
- Agreements and Linkages
- Special Program Logistics

**International Student and Scholar Services**  
Christina Khan  
*Director*

- Immigration Compliance
- Immigration Admissions

**Shared Services Operations**  
Paulo Graxton  
*Associate Director*

- Admissions and Records
- Recruitment
- Marketing and Communications
- Events
- Facilities and Infrastructure
- Business Technology
- International Health and Safety

**Sustainability Initiatives**  
David Norvell  
*Assistant Vice President*