

School of Music Staff Positions At-A-Glance - Fall 2026

Andrea Avance - Assistant to the Director

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

Cathrine Chesbro – Graduate Studies

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

Lane Folds – Concert Halls

- Concert hall manger (Interim)
- Performance Scheduling
- Technology in Sharp, Pitman, and Gothic

Shuang Liang – Advisor

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

Daryl Nagode – Webmaster

- Website updates
- Application system
- Creates online forms

Gayle Reynolds – Financial Analyst

- Keys
- Guest artist payments
- Orders office supplies

Caroline Robinson – Undergraduate Studies

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

Jennifer Shannon – Facilities

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

Tusneeya Tecimer – Financial Analyst

- Faculty travel
- Purchasing
- Broad array of financial tasks