

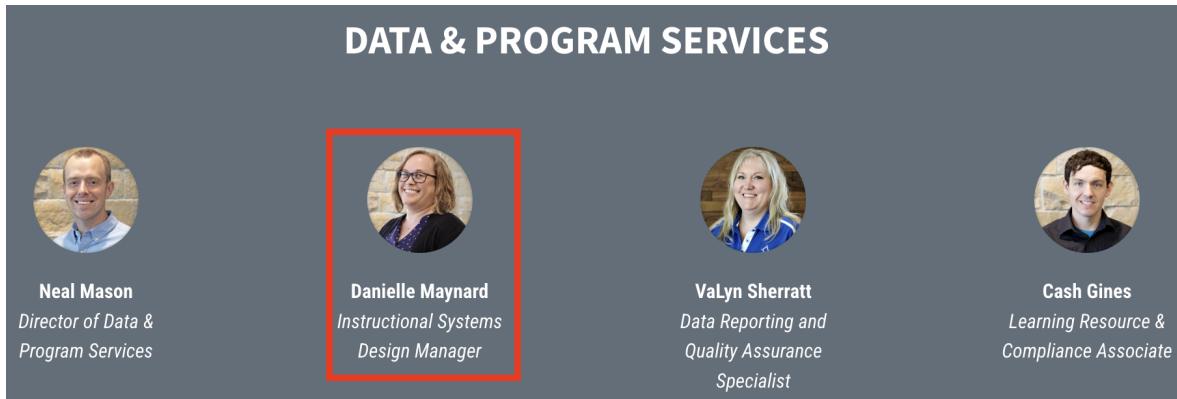
**8.D.3**

*Instructional support staff possess education credentials and/or experience and demonstrated competencies appropriate to their areas of responsibility.*

**Exhibit 8.D.3.1 — Instructional Support Staff in Academic & Institutional Support Roster**

Location: Southwest Technical College - Main Campus						
Academic & Institutional Support Staff Roster						
Name	Job Title	Year of Employment	Highest Education	Experience	Number of Hours/Week	
					FT	PT
Dowland, Wendy	Accountant	2022	HS Diploma Hunter HS	Accounting/10+ yrs	40 hrs/wk	
Gines, Cash	Learning Resource & Compliance Associate	2022	AAS Drafting Tech Utah Valley University AAS General Studies Utah State University	Data/9 yrs	40 hrs/wk	
Holyoak, Kristi	Accounts Payable Specialist	2015	HS Diploma Cedar HS	25+ yrs	40 hrs/wk	
Maynard, Danielle	Instructional System Design Manager	2019	Associate of Science Utah State University	Secondary Education/7 years Higher Education/13 years	40 hrs/wk	

Source: [Employee Roster](#)

**Exhibit 8.D.3.2 — Instructional Systems Design Manager in Photo Roster**

Source: <https://stech.edu/about/faculty-and-staff/>

**Exhibit 8.D.3.3 — Instructional Systems Design Manager Job Description**

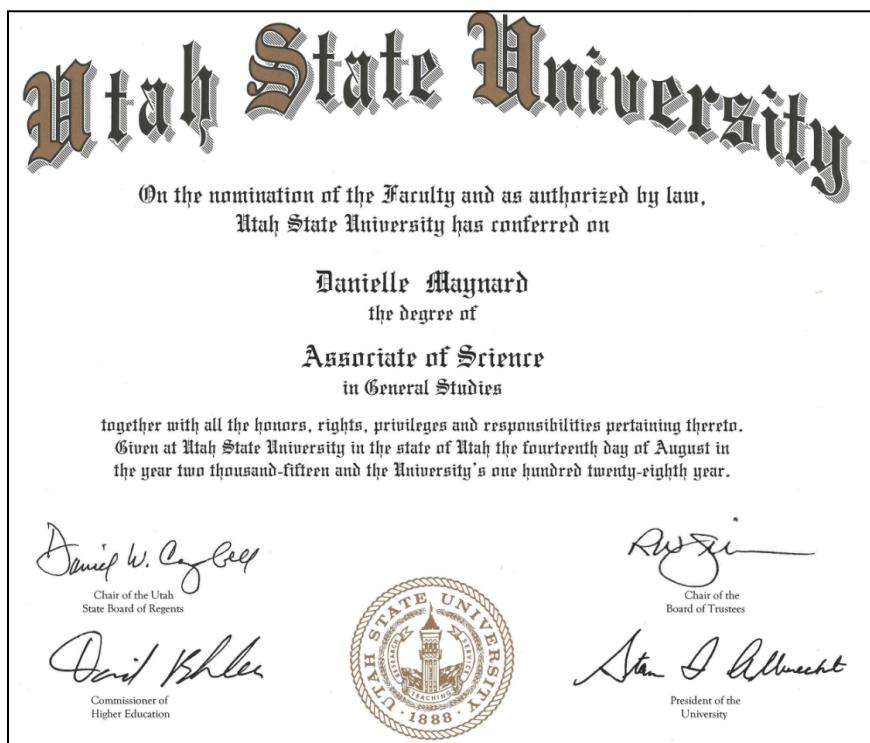
JOB DESCRIPTION	
Institution:	Southwest Technical College
Position:	Instructional Systems Design Manager
Last Revised:	01/05/2024
Reports To:	Director of Data & Program Services

**Job Summary:**

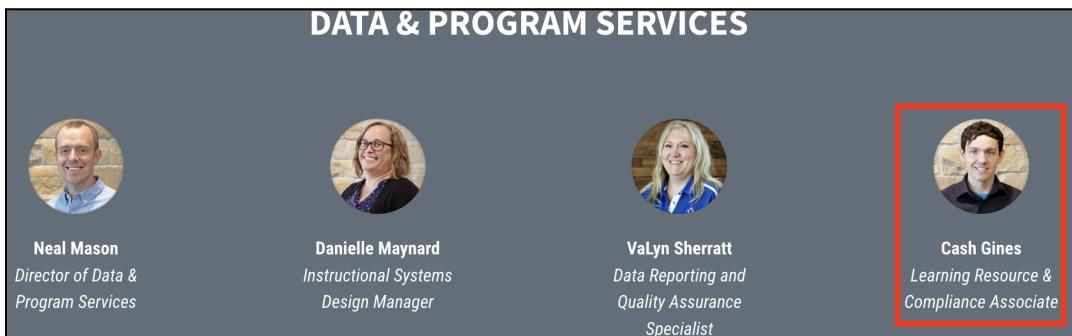
Provides management, oversight and development of curriculum delivered in both traditional and distance formats including Hybrid and Online Learning. Ensures that curriculum development and implementation complies with all relevant regulations and accreditation requirements. Create, promote and implement opportunities for distance education offerings for college service areas. Coordinates with administrators, faculty and staff in the development and review of curriculum and learning resources. Provides support to end-users of technology-based instruction.

To perform at a proficient level and to be fully qualified, a person would be expected to have:	
1. Education:	Associate Degree Required. Bachelor's Degree in Instructional Design preferred.
2. Specialized Knowledge/Skills:	<ul style="list-style-type: none"> <li>Strong writing, editing, technical troubleshooting, project management, and organizational skills with a high degree of efficiency and accuracy are required along with exceptional</li> </ul>

**Source:** [Instructional Systems Design Manager Job Description](#)

**Exhibit 8.D.3.4— Instructional Systems Design Manager Degree**

**Source:** [Danielle Maynard Degree](#)

**Exhibit 8.D.3.5 — Learning Resource and Compliance Associate in Photo Roster**

Source: <https://stech.edu/about/faculty-and-staff/>

**Exhibit 8.D.3.6 — Learning Resource & Compliance Associate Job Description**

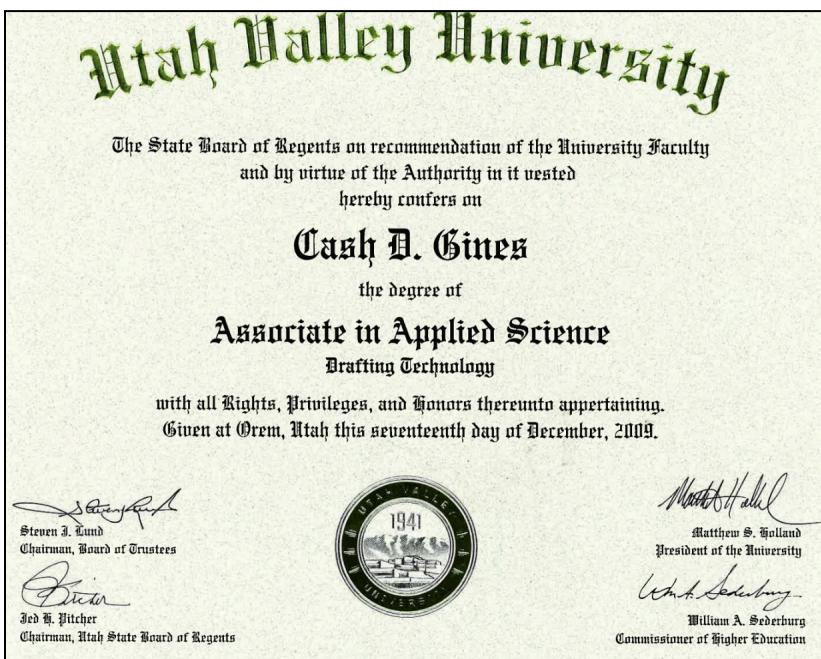
<b>JOB DESCRIPTION</b>	
<b>Institution:</b>	<b>Southwest Technical College</b>
<b>Position:</b>	<b>Learning Resource &amp; Compliance Associate</b>
<b>Last Revised:</b>	<b>06/21/2024</b>
<b>Reports To:</b>	<b>Director of Data &amp; Program Services</b>

**Job Summary:**

The Learning Resources and Compliance Associate is responsible for building and scheduling programs and courses within the College's Student Information System (SIS). This role ensures institutional compliance with data privacy requirements, maintains organized and accurate institutional documentation, and supports the procurement and implementation of college-wide educational resources. The associate will collaborate closely with data and instructional systems staff to enhance instructional delivery and support student learning.

To perform at a proficient level and to be fully qualified, a person would be expected to have:		
1.	<b>Education:</b>	High School Diploma required. Bachelor's degree preferred.
2.	<b>Specialized Knowledge/Skills:</b>	<ul style="list-style-type: none"> <li>Strong project management, and organizational skills with a high degree of efficiency and accuracy.</li> <li>SIS data entry and database management</li> </ul>

Source: [Learning Resource & Compliance Associate Job Description](#)

**Exhibit 8.D.3.7 — Learning Resource & Compliance Associate Degrees**

Source: [Cash Gines UVU](#); [Cash Gines USU](#)

**Exhibit 8.D.3.8 — Accounts Payable Specialist in Photo Roster**

Source: <https://stech.edu/about/faculty-and-staff/>

**Exhibit 8.D.3.9 — Accounts Payable Specialist Job Description**

JOB DESCRIPTION	
Institution:	Southwest Technical College
Position:	Accounts Payable Specialist
Last Revised:	12/27/2023
Reports To:	Director of Finance

**Job Summary:**

The Accounting Payable/Purchasing Specialist will be responsible for supporting all purchasing and accounts payable functions. Assist where needed in all accounting responsibilities. Apply general accounting experience to meet department deadlines and perform a variety of tasks. Is responsible for accurately maintaining accounts payable files in an efficient manner.

To perform at a proficient level and to be fully qualified, a person would be expected to have:		
1.	<b>Education:</b>	High school degree or equivalent.
2.	<b>Specialized Knowledge/Skills:</b>	<ul style="list-style-type: none"> <li>• Must have a working knowledge of computerized accounting system software, specifically QuickBooks.</li> <li>• Knowledge of basic methods, practices and terminology of fiscal recordkeeping, basic mathematics, common methods of balancing cash and checks against records of receipt, methods of handling, recording and controlling monies received and disbursed.</li> <li>• Computer aptitude for database management, general word processing and spreadsheet programs specifically MS Excel and Word.</li> <li>• Excellent typing and data entry skills.</li> </ul>

Source: [Accounts Payable Job Description](#)

**Exhibit 8.D.3.10 — Accounts Payable Resume (Kristi Holyoak)**

# KRISTI A. HOLYOAK

135 So. Heavenly View Circle, Cedar City, Utah 84720  
[kaholyoak@gmail.com](mailto:kaholyoak@gmail.com)

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**Highlights:**

- Excellent in customer relations
- 15 years' experience in QuickBooks and accounting
- Excellent computer skills
- 15 years' experience in accounts receivable and accounts payable

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**Experience:**

Southwest Technical College

Accounting Assistant, November 2015 to Present

- Process payments and documents such as invoices, employee reimbursements, and statements
- Assign codes and accounts to data
- Prepare account deposit ticket, and deposit money as directed
- Verify items ordered and received and reconcile differences through follow-up with vendor
- Reconcile all SW Tech credit cards
- Prepare all PO's as needed for ordering

**Source:** [Accounting & Finance Team Qualifications](#)

**Exhibit 8.D.3.11 — VP of Finance and Operations in Photo Directory**

## HUMAN RESOURCES & FINANCE

 <p>Whitney Benzon <i>Director of Human Resources</i></p>	 <p>Summer Ostrom <i>Human Resources Assistant</i></p>	 <p>Kristi Holyoak <i>Accounts Payable Specialist</i></p>	 <p>Wendy Dowland <i>Accountant</i></p>	 <p>Chelsey Davis <i>Accounting Assistant</i></p>
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**Source:** <https://stech.edu/about/faculty-and-staff/>

**Exhibit 8.D.3.12 — Accountant Job Description**

JOB DESCRIPTION	
Institution:	Southwest Technical College
Position:	Accountant
Last Revised:	05/01/2025
Reports To:	VP of Finance

**Job Summary:**

The Accountant will be responsible for coordinating and supporting all accounts receivable, general reconciliation and reporting, and fixed asset functions. Assist where needed in all accounting responsibilities. Apply general accounting experience to meet department deadlines and perform a variety of tasks. Is responsible for accurately maintaining accounts receivable files in an efficient manner.

To perform at a proficient level and to be fully qualified, a person would be expected to have:	
1. <b>Education:</b>	Bachelor's degree in Accounting or equivalent education and experience.
2. <b>Specialized Knowledge/Skills:</b>	<ul style="list-style-type: none"> <li>• Must have a working knowledge of computerized accounting system software, specifically QuickBooks.</li> <li>• Knowledge of basic methods, practices, and terminology of fiscal recordkeeping, basic mathematics, common methods of balancing cash and checks against records of receipt, methods of handling, recording, and controlling monies received and disbursed.</li> <li>• Computer aptitude for database management, general word processing, and spreadsheet programs, specifically MS Excel and Word.</li> <li>• Excellent typing and data entry skills.</li> <li>• Ability to work in a team-based environment as well as independently.</li> </ul>

**Source:** [Accountant Job Description](#)

**Exhibit 8.D.3.13 — Accountant Resume (Wendy Dowland)**

<p><b>Wendy Dowland</b>            PO Box 212            76 East 100 North            Parowan, UT 84761            435-477-9158            dowland3@msn.com</p>	<p><b>Objective</b>            I am an organized individual that works efficiently. Being self-motivated with the capability to learn quickly has helped me in every position I've held. I have over 10 years experience in progressively responsible positions. I continuously seek growth and knowledge.</p> <p><b>Professional Profile</b>            In my former position, I managed a multitude of tasks. The following were a few of my responsibilities:</p> <ul style="list-style-type: none"> <li>▪ Accounts payable</li> <li>▪ Accounts receivable</li> <li>▪ Recording and balancing payroll</li> <li>▪ Daily recording of revenue</li> <li>▪ Sales tax</li> <li>▪ Financial statements</li> <li>▪ Reconciliation of all accounts</li> <li>▪ Assisting department managers with budgets</li> <li>▪ Cost of sales &amp; inventories</li> <li>▪ HOA monthly statements and financials</li> <li>▪ Any other assigned tasks as needed</li> </ul> <p><b>Work History</b></p> <p>Aug 08 - Present – Public Works Assistant – Brian Head Town, Brian Head, UT            1996-2007 - Director of Financial Operations - Cedar Breaks Lodge, Brian Head, UT            1994-1996 - Front Desk Supervisor - Brian Head Hotel, Brian Head, UT</p> <p><b>Education</b></p> <p>Hunter High School - West Valley City, UT            Southern Utah University (3 years) – Cedar City, UT</p>
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**Source:** [Accounting & Finance Team Qualifications](#)