

Qualification Summary

- Over 30 years experience in higher education management, supervision, leadership, strategic planning
- Excellent counseling, administrative, programming, event planning, evaluation and assessment skills
- Strongly developed teaching, training, presentation, public relations, collaboration and team building skills
- Well grounded in the theory and practice of career development and student development within higher education

Education

Doctoral Candidate in College Student Personnel, ABD, Ohio University, Athens OH, 1989

Dissertation: Characteristics, Career Patterns and Job Satisfaction of Middle Managers in Student Affairs at Four Year Public Colleges and Universities.

Master of Science, Counseling/Student Personnel Administration, Gannon University, Erie PA, 1982

Bachelor of Science, Mental Health Counseling, Gannon University, Erie PA, 1981

Professional Experience

Ithaca College, Ithaca NY

Director, Career Services, 1993-present

- Provide comprehensive career development services and support for the Career Services with 5 professionals, 3 support staff, interns, 20 peer career advisors and 4 student workers
- Created Passport Program that increased student participation with the operation by 76% from 2003-2005
- Conduct long range strategic planning and budget management for all operations with a budget of \$420,000
- Provide on-going professional development, supervision, leadership and evaluation for all staff
- Collaborate and plan 100+ classroom presentations and special topic seminars in career development per year
- Market career development services and opportunities through outreach to all members of the community
- Offer counseling and advising to students and alumni regarding career decision making, graduate study, Job search and internship/summer job information
- Actively work with over 3000 recruiters annually to provide internship and career opportunities for students
- Coordinate Career Fair, Job and Internship Fair, Graduate School Fair, Central New York Communications Consortium and related consortia efforts that offer extensive recruiting opportunities for students and alumni
- Conduct career related presentations in collaboration with faculty, academic clubs, residence halls, and alumni
- Supervise the design, coordination, implementation and evaluation of a comprehensive campus recruiting program
- Advise Pre-law, Pre-medical students, and work closely with students with disabilities for their career needs
- Conduct career development orientation sessions for parents, students, alumni, faculty and community members
- Serve on college-wide, local, regional and national committees representing many facets of career services
- Worked extensively with the office of Alumni Relations, The Alumni Board of Trustees, Annual Giving, and Development to establish strong ties with both alumni and employers
- Collaborate in the development of 5 Network Nights and other networking events with Alumni Relations to promote alumni and student involvement and interaction with the College
- Selected as the recipient of the Senior Class Gifts for 1996 and 2008 totaling more than \$35,000. Funding with these endowments generate job search resources and internship funding for students.
- Developed website and other electronic services to assist students and alumni in their career development
- Experienced with SIGI DISCOVER, FOCUS II, Choices CT, Strong Interest Inventory, Campbell Interest and Skill Survey, Self Directed Search, Myers Briggs Type Indicator, and Reference USA, VAULT, Career Search and eRecruiting
- Developed and negotiated fund raising opportunities from external constituents to supplement the office operation resulting in two endowed program funds totaling over \$80,000 and two Senior Class gifts from 1996 and 2008 totaling \$45,000
- Served as a consultant to advise and develop comprehensive career development program at other colleges and universities
- Collaborated with offices college-wide to encourage and support the holistic growth and development of students

Professional Experience (Continued)

Ithaca College, Ithaca NY (continued)

Assistant Director, Career Planning & Placement, 1989-1993

- Managed the ongoing individual selection, supervision, evaluation and training for 15 Peer Career Advisors
- Initiated, developed, planned, and coordinated Summer ESCAPE program (Empire State Career and Placement Exchange), an annual drive-in Regional workshop for upstate New York
- Developed and coordinated a regional peer counselor symposium for six upstate New York institutions

Lecturer/Academic Advisor, School of Humanities and Sciences, 1991-1994

- Developed, coordinated and taught College 101 course: Introduction to Higher Education
- Served as an academic advisor and advocate to 20 exploratory majors
- Developed strategies to actively explore major and career options

Ohio University, Athens OH

Faculty Graduate Associate/Teaching Assistant, College of Education 1988-1989

- Served as graduate associate to faculty member in College Student Personnel Program
- Supervised and taught two masters-level practicum courses in College Student Personnel Program
- Organized, designed and led classroom discussions concerning professional supervised experiences

Career Liaison for Regional Campuses & Residence Life, Graduate Associate 1986-1988

- Served as Career Planning and Placement liaison for five regional campuses and residence life system
- Designed, coordinated, promoted and implemented regional employer receptions
- Conducted individual appointments, resume and interviewing seminars and drop-in sessions

Dean of Students Intern, Dean of Students Office, 1989

Academic Advisor, College Adjustment Program, Academic Advancement Center, 1987-1989

Teaching Intern, Introduction to College Student Personnel, Fall 1988

Briar Cliff College, Sioux City IA

Director of Student Activities, 1982-1986

Gannon University, Erie PA

Residence Hall Director, 1981-1982

Selected Presentations and Publications

- State University of New York Career Development Organization, Watkins Glenn, 2009, How to Expand the Revenue Flow for Career Centers by Incorporating Development and Fundraising Practices
- American College Personnel Association, Washington DC 2009, Encouraging Digital Citizenship
- Virginia College Personnel Association, Job Search Boot Camp, 2007, Gearing up for a National Job Search
- College Student Personnel Association of New York, 2004, Strategies for Managing and Motivating Staff
- National Association of Campus Activities, Cornell University, Ithaca NY, 1996, Developing an Effective Career Plan Involving Your Leadership Experience
- Eastern Association of Colleges and Employers Regional Workshop, Ithaca College, Ithaca NY, 1996, "Developing an Effective Peer Advisor Programs"
- American College Personnel Association, Boston, MA, 1995, We ESCAPED and So Can You!
- Commission VI Career Counseling & Placement Newsletter, Spring 1993, Fifty Career Development Professionals ESCAPE in Upstate New York
- Commission VI Career Counseling & Placement Newsletter, Winter 1991, A Midsummer ESCAPE
- State University of New York Career Development Organization, Oneonta NY & Syracuse NY, 1991 & 1999 Model Peer Assistance Programs in Career Services Offices

Selected Professional Associations and Committee Involvement

American College Personnel Association

- Commission for Career Development Directorate 1992-1995, 2006-2009
- Placement and Career Center Resources Coordinator, 1992-2009
- Placement and Career Center co-chair 1988-1991
- National Placement Advisory Board 1998, 1993-1996, 2008

National Association of Colleges and Employers

- 2009 Conference Review and Programming Committee

Eastern Association of Colleges and Employers

- Professional Development Committee Western Region, Chair 1995
- Western New York Professional Development Committee 1994-95

Ithaca College

- Academic Advising and Achievement Committee 2003-2005
- Academic Advising First Year Advising Committee 2006-2011
- Academic/Student Affairs Collaboration Steering Committee 2003-2005
- Campus Life Awards Committee Co-chair 1993-1996, 2000- Present
- Facilities Master Planning Committee 2000-2009
- Facebook Task Force 2007-2008
- Parents Association Committee 2002-Present
- Alumni Traditions Committee 2002-2003
- Alumni Student Engagement Taskforce 2009-Present
- ALANA Career Connections Committee 2008-Present
- ALANA Professionals Symposium Committee 1989- Present
- Who's Who Selection Committee 1989-Present
- Pre-Med Advisory Board 1993-Present
- Peggy R. Williams Award for Academic & Community Leadership Award Committee 2006-Present
- Performance Based and Experiential Learning Task Force 1999-2003
- Ithaca College Planning and Priorities Committee 1999-2002
- Staff Justice 1995-2003
- 50+ Search Committees serving as Chair or active committee member 1989-Present

Central New York Teacher Recruitment Day Coordination Committee 1989-present

- Chair/coordinator 2006-2009

Central New York Career Development Association 2008-Present

- Director of Major Events 2010-2012
- Board of Directors, Founder and President 2007-2009

ESCAPE Planning Committee, 1991-1994, 2001, 2008

Ohio University Student Personnel Association

- Founder and President 1987

New York Directors Summit

- Co-founder 2007, 2008

Access to College Education (ACE)

- Operating Committee Member 2000-Present
- Chair 2005-2006
- Coordinator and presenter for a variety of programs 2000-Present

LaSalle University

- Lead a group of six consultants to establish a strong program for Career Services at LaSalle University

Gettysburg College

- Served on a team of external evaluators and consultants to establish a strong program for Career Services at Gettysburg College

Kendall at Ithaca

- Human Resource Advisory Board

Honors and Awards

American College Personnel Association

- *Educational Leadership Foundation Diamond Honoree Recipient 2008*
- *Commission for Career Development Distinguished Service to the Commission Award 2006*
- *Standing Committee for Graduate Students Outstanding Mentor Award 2005*
- *Commission for Career Development Outstanding Service Award 2000*

Ithaca College

- *ALANA Community "You Make a Difference", for exceptional service and commitment to working with diverse student and alumni populations 2010*
- *Alumni Association Board of Directors Volunteer Service Award 2005*
- *IC Choice Award for Distinguished Service 2000*
- *Presidential Recognition Award for Service 1998*