

EDUCATION

Doctor of Philosophy: Michigan State University, East Lansing, MI- May 2008

Higher, Adult and Lifelong Education

Dissertation: A Group Pay Incentive System in Academe: Impact on Faculty Work and Attitudes

Master of Arts: Michigan State University, East Lansing, MI - June 1985

College and University Administration

Cognate: Management

Practica: Admissions, Financial Aid, Housing and Food Services

Bachelor of Science: Michigan State University, East Lansing, MI - August 1983

Parks and Recreation Resources with a Therapeutic Emphasis

PROFESSIONAL EXPERIENCE

Department of Accounting and Information Systems, Michigan State University, East Lansing, MI

Director, Academic Services (July 2002 to present)

- Teach ACC 250, Preparing for an Accounting Career
- Coordinate ACC 493 (internship course)
- Schedule departmental courses and staff summer courses
- Manage course enrollments
- Serve as a resource to faculty regarding teaching policies and administrative issues
- Assist students with internship and full-time employment placement
- Serve as departmental liaison to accounting employers and college placement center
- Track and report student job placement
- Handle student issues, concerns and complaints
- Serve on college admission committee with other faculty/administrators
- Coordinate student communication efforts and manage website
- Direct student recruitment activities
- Coordinate External Advisory Board meetings and maintain communication with members
- Co-edit department's annual newsletter and manage production/distribution of 13,000 copies

Department of Accounting and Information Systems, Michigan State University, East Lansing, MI

Director, Master of Science Programs in Accounting (July 1999 to July 2002)

- Provided leadership for three MS programs
- Assisted in the development of a new, 2-summer MS program
- Recruited prospective students and evaluated applicants for admission
- Developed promotional materials
- Advised students regarding their study plans and career goals
- Taught ACC 250
- Participated in curriculum development with faculty
- Developed administrative procedures and systems to facilitate efficiency (enrollment tripled from 1999-2001)

Career Services and Placement, Michigan State University, East Lansing, MI

Assistant Director/Team Leader for Employer Services (November 1997 to July 1999)

Assistant Director/Team Leader for Student Services (July 1995 to October 1997)

Assistant Director (October 1991 to June 1995)

- Provided leadership for recruiting and employer services in centralized career services office serving 40,000 students, hosting 800 employers, arranging 20,000 interviews and posting 5000 job vacancies annually
- Promoted to Team Leader responsible for supervising and coordinating advising and programming activities in centralized career services office serving 40,000 students
- Provided career and job search assistance to business majors and liberal arts students
- Assisted in the preparation and monitoring of departmental budget
- Supervised office communication and outreach activities including the development and distribution of promotional materials, web page information, newspaper advertisements and office publications
- Selected to participate in the Ford-MSU Continuous Quality Improvement initiative
- Participated in the collaborative technology team charged with developing a new student registration, interview sign-up and credential referral system
- Implemented new system for posting job vacancies and arranging campus interviews resulting in more efficient, accessible services to students and employers
- Conducted workshops on a variety of job search topics
- Coordinated career fairs
- Supervised professional and student staff

Department of Student Life, Michigan State University, East Lansing, MI

Assistant to the Director of Student Life/Student Organizations and Government Advising (July 1987 to September 1991)

- Served as Consultant to 400 student organizations (including student government and greek letter organizations) concerning organization and activity planning issues
- Coordinated University registration process for student organizations
- Coordinated student group activity registration and calendaring process
- Interpreted and enforced policies
- Planned, implemented and evaluated programs
- Presented numerous programs in areas which include: recruiting, selecting and maintaining members; diversity; motivation; time management, delegation; and goal setting
- Instructed for-credit leadership development course in the College of Education
- Liaison to Religious Advisors Association
- Recruited, selected, trained and supervised staff
- Wrote manuals and promotional materials
- Managed social events
- Reviewed and interpreted contracts

Department of Residence Life, Michigan State University, East Lansing, MI

Complex Director (August 1986 to July 1987)

- Directed student development program for a residence hall of 900 graduate and international students
- Directed student development program for an apartment building housing 90 women
- Selected, supervised and trained professional, graduate and undergraduate staff
- Advised hall government, African American and international student groups
- Judicial officer

Department of Residence Life, Michigan State University, East Lansing, MI

Assistant Director (June 1986 to August 1986)

- Coordinated registration, room assignment and programming for summer athletic camps serving 800 athletes weekly
- Supervised and trained staff

Department of Residence Life, Michigan State University, East Lansing, MI

Resident Director I (April 1985 to June 1986)

- Directed student development programs for a coeducational residence hall of 500 students
- Advised hall government and African American student group
- Judicial officer

Department of Residence Life, Michigan State University, East Lansing, MI

Graduate Resident Advisor (September 1983 to April 1985)

- Assisted in the direction of the student development program in a coeducational residence hall of 500 and 1000 students

Office of Financial Aid, Michigan State University, East Lansing, MI

Guaranteed Student Loan Processor (summers 1984 and 1985)

- Determined student eligibility for guaranteed student loans
- Advised students regarding financial matters
- Gained understanding of departmental operations, computer systems and financial aid packaging

Veterans Administration Medical Center, Battle Creek, MI

Recreational Therapist (June 1983 to September 1983)

- Planned and directed therapeutic activities for psychiatric patients

PROFESSIONAL, SERVICE, AND OTHER SELECTED ACTIVITIES

The Office of Faculty and Organizational Development Advisory Board, 2008-present
Faculty Learning Community-Effective Teaching of Large Classes participant, 2007-present
Eli Broad College of Business Community Charitable Campaign Coordinator, 2005-present
Department of Accounting and Information Systems Diversity Committee, 2004-present,
chairperson 2006-07

UCFA Healthcare Task Force, 2006-present

University Health Care Strategies Advisory Committee, 2008-2009

Michigan Association of Certified Public Accountants High School Leaders Conference Task Force, 2005-present

Holt High School Business Faculty Advisory Panel, 2010

Mentor, M.E.N.T.O.R. program, MSU Human Resource Development initiative, 2008-2009

Academic Specialist Advisory Committee to the Provost, 2000-05, chairperson 2003-05,

Status of Specialist subcommittee 2002-present, Communication and Brown Bag subcommittee 2000-01, Conclave subcommittee 2001

Association for the Study of Higher Education, 2005-present

University Provost Search Committee, 2004-2005

Holt Student Portfolio Project Volunteer, 2005

Department Advisory Council, 2003-2004

Advisor, Phi Chi Theta (professional business fraternity), 1997-2001

Honorary member, Phi Chi Theta, 1998-present

InterviewTRAK Beta Test Group, 1998-1999

(Professional, Service, and Other Selected Activities continued)

Michigan College and University Placement Association, 1991-1998
Midwest Association of Colleges and Employers, 1991-1998
National Association of Colleges and Employers, 1991-1998
Presenter, Michigan College Personnel Association Conference 1999
President's Handicapper Advisory Committee, 1995-1998; Chairperson 1998
Leading the Revolution series participant, 1998
Ford – MSU CQI conference participant, 1995
Government Education Partnership, founding member, 1991-1994
Division of Student Affairs and Services Communications Committee, 1989-1998
Labor Education Instructor, MSU Labor and Industrial Relations, 1989
All University Recruitment Open House Committee, display booth coordinator, 1989-1993
The Institute for Alcohol and Other Drug Educators faculty member, 1987-1991
Presenter at the American College Personnel Association Convention 1985, 1987, and 1992

HONORS/AWARDS

University Distinguished Academic Staff Award, 2009
Clyde M. Campbell Endowed Fellowship Recipient, 2005
Richard J. Lewis Quality of Excellence Award, 2003
Elliott Elementary PTO Leadership Recognition, 2003

June 2010