

## **SUMMARY**

Experienced higher education professional with 30 years of diverse and progressively responsible work experience. Significant background in developing and implementing programs, policies and procedures. Skilled administrator with detailed knowledge of university structure, culture and practices. Excellent communication, networking, and interpersonal skills. Extensive experience working with students, faculty, staff, and external constituencies.

## **CAREER HIGHLIGHTS**

### **University Distinguished Academic Specialist**

- **Teaching and public speaking**
- **University service and leadership**
- **Student development and guidance**
- **Innovative and creative program development**
- **Staff supervision and mentoring**
- **Department management and administration**

## **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)

- Provide leadership, administrative support and student guidance within an academic department consisting of 40 faculty and staff and 1000 students.
- Teach ACC 250, Preparing for an Accounting Career (200 students each semester)
- Handle student issues, concerns and complaints
- Serve as a resource to faculty regarding student concerns, 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
- Supervise and coordinate ACC 493 (internship course)
- Handle reporting and accreditation activities

*(Department of Accounting and Information Systems, Director of Academic Services  
Continued)*

- Participate fully in departmental committees including diversity, accreditation, departmental advisory, curriculum, and scholarship.
- Serve on college admission and scholarship committees
- Coordinate student communication efforts and manage website
- Direct student recruitment activities
- Coordinate External Advisory Board meetings and maintain communication with members
- Write, edit and produce department's newsletters and annual magazine and manage production/distribution of 13,000 copies

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

- Provided leadership for 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 entertainment 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 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

**Department of Residence Life, Michigan State University, East Lansing, MI**  
**Resident Assistant** (September 1981 to April 1983)

**PROFESSIONAL, SERVICE, AND OTHER SELECTED ACTIVITIES**

MSU Federal Credit Union Supervisory Committee, 2021-present

MSU Federal Credit Union Assets and Liability Management Committee, 2019-2021

Accounting and Information Systems Undergraduate Curriculum Committee, 2018-present

Broad Outreach and Engagement Team, 2017-present

Accounting and Information Systems Diversity Committee, 2004-present,  
chairperson 2006-07, 2021-present

Accounting and Information Systems Scholarship Committee, 2010-present

Broad College Admission Committee, 2008-present

Michigan Association of Certified Public Accountants Educator Membership 2004-present,  
High School Leaders Conference Task Force, 2005-2015, conference presenter May 2012  
and 2014.

American Accounting Association, 2016-present

Faculty Health Care Council, 2014-2020

Distinguished Academic Specialist Award Committee, 2010-2013, 2016-2019

Broad College Scholarship Application Reviewer/Scorer, 2009-2016

UCFA Healthcare Task Force, 2009-2013

Eli Broad College of Business Community Charitable Campaign Coordinator, 2005-2012

The Office of Faculty and Organizational Development Advisory Board, 2008-2011

Faculty Learning Community-Effective Teaching of Large Classes participant, 2007-2011

University Health Care Strategies Advisory Committee, 2008-2009

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, 2005-2009

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

Michigan College and University Placement Association, 1991-1998

Midwest Association of Colleges and Employers, 1991-1998

***(Professional, Service, and Other Selected Activities continued)***

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**

Broad College Faculty/Staff Appreciation Award (student designated award), 2019  
University Distinguished Academic Staff Award, 2010  
Michigan Association of CPAs Outstanding Task Force Award, 2009  
Clyde M. Campbell Endowed Fellowship Recipient, 2005  
Richard J. Lewis Quality of Excellence Award, 2003  
Elliott Elementary PTO Leadership Recognition, 2003

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