Notes and Announcements

The following announcements may be of interest to graduate students and faculty members in the Higher Education (HED) program at Virginia Tech and our alumni. If you would like additional information on any specific posting, please contact the person listed as the source of the announcement. NOTE: Colleagues, alumni, and friends send the information contained in this update to us. We have not attempted to ensure its accuracy.

SPECIAL NOTE: On July 11, 2011 Steve Janosik was appointed ELPS Department Chair for a three-year term. To accommodate this new assignment, his teaching assignments will be reduced but he will remain the Program Leader for the Higher Education program and his advising duties will not change.

* Jobs titles posted by alumni and current students appear in maroon font.

Job Vacancies

Director of Admission, Guilford College

Basic Function: Reporting to the Vice President for Enrollment Services, the Director supervises the day-to-day operation of the admission office.

Specific Responsibility:
- Develop the training, supervision and management of the other counseling professionals in the office.
- Supervise, plan and manage the strategic recruitment activities of the office and assessment of enrollment strategies.
- Manage a geographic territory; including travel and cultivation of school counselors, Quakers, alumni, parents of current students and recruiting of prospective students. Recruiting activities include:
  o Contacting prospective students via e-mail and telephone
  o Actively participate in social media activities in recruitment of students
  o Interviewing prospective students when they visit
  o Reading and evaluating application files
  o Counseling families throughout the financial aid process
- Other duties as assigned.

Skills and Qualifications:
A bachelor’s degree is required (master’s preferred). At least five years of demonstrated supervisory experience, with at least seven years of progressive admission experience in a postsecondary education environment. Preference will be given to those candidates who have independent college experience. Excellent oral and written communications skills, including the ability to interact professionally with prospective students and their families, as well as to collaborate effectively with offices campus-wide. The ability to speak with large audiences of diverse backgrounds with confidence and poise. Have a background and understanding of current student financial aid issues. Excellent organizational skills and a proven record of confident leadership are desired.

Must be in possession of a valid driver’s license and have the ability to travel extensively. Evening and weekend work required.

See http://www.guilford.edu/blog/2011/03/08/job-position-detail/?pid=316&group=2

Coordinator for Student Organization Services, University of Maryland

The Coordinator for Student Organization Services directs the efforts of providing resources to approximately 700 student organizations to assist them in successfully achieving their goals. The Coordinator will
optimize students’ engagement at the university through their involvement in student groups. This will be accomplished by the Coordinator in a number of ways including, but not limited to, assessment of organizations needs, serving as a resource to advisors, building community in the Student Involvement Suite, and utilization of technological tools in providing services to student organizations. The Coordinator will also have oversight and management of the day to day operations of student organizations’ financial transactions and advisement of the $1.5 million student activity fee allocation process.

The Coordinator is a member of the Engagement Team, which is a part of the Campus Programs unit within the Adele H. Stamp Student Union- Center For Campus Life. The team is composed of staff, who advise student organizations and coordinate programs to enhance student engagement opportunities at the University. The Coordinator reports to the Assistant Director of Engagement.

The Coordinator works directly with this area and with over 100 colleagues in the Adele H. Stamp Student Union – Center for Campus Life to create and sustain a student-centered environment that promotes academic success and personal development; serves as a safe and inviting campus center; and is characterized by a strong commitment to multiculturalism, excellence, and a positive work environment.

Responsibilities: Overall management of student organizations from implementing registration process to providing developmental resources via in-person delivery and web-based resources. Supervise the Student Organization Resource Center personnel including accounting associate and student staff. Supervise the management of requisitions for over 250 Undergraduate and Graduate Student Organizations, maintenance of ledgers, reconciliation of student organization accounts, performance of periodic and annual account audits, maintenance of student organization inventory control and end-of-year closing for all student organizations. Work with other university departments and outside vendors to assist student groups with contracts and delivery and payment of services. Advisement of the Student Government Association’s Finance Committee and the Student Activities Fee Allocation process to student groups. Monitor and manage student organization expenditures once allocated. Oversee the current web-based Student Activities Reporting (STAR) System and direct transition to a new system. Develop a plan to transform the Student Involvement Suite into both a support center and community for student organizations. Work with Coordinator of Graduate Student Life and Graduate Student Government Vice President for Finance to coordinate the accountancy of the Graduate Student Activities Fee. Direct student organization advisor development and education via the Advisor Roundtable series and other support services. Coordinate the First Look Fair, a two- day event attended by approximately 20,000 students showcasing involvement opportunities.

Qualifications: A Bachelor’s degree is required; a Masters degree in College Student Personnel or related field is preferred. Two years full-time experience advising and/or providing support to student organizations is preferred. The person should possess strong organizational, accounting/ financial management skills. Experience managing/overseeing large budgets is preferred. Must have the ability to build relations across campus. Ability to direct and supervise others, incorporate student development theories and technology in the advisement and provision of services to student organizations is preferred. Must be able to work frequent nights and some weekends.

Salary: Commensurate with education and experience.

For more information and to apply please visit: www.uhr.umd.edu

Coordinator, Development and External Relations, University of Maryland

The Coordinator for Development and External Relations reports to the Associate Director of Campus Recreation Services and the Assistant to the Director, Development and External Relations in the Division of Student Affairs. The position participates in all aspects of development initiatives including identifying, cultivating, soliciting and stewarding gift donors and prospects; pursuing and coordinating corporate sponsorships; and researching, writing and coordinating grants. The position
will be a shared endeavor between the Adele H. Stamp Student Union, Center for Campus Life and Campus Recreation Services

**RESPONSIBILITIES**

The Coordinator will provide support for programs and events that seek to re-engage alumni in the life of the campus, the Adele H. Stamp Student Union and Campus Recreation Services. Coordinator will meet regularly with alumni gift prospects to assess ability, cultivate relationships, solicit gifts and provide excellent stewardship. In addition the position will identify new ways to engage alumni in current programs and practices. The Coordinator will assist with the coordination of events intended to increase alumni engagement for the two departments that includes organizing logistics, preparing and organizing materials, agendas and presentations.

This new position will create and assist with database management for the two departments, provide publication support with varied forms of communications, publications and media materials, identify programs where corporate sponsorships would be feasible and create sponsorship proposals, meet with and secure corporate partners, coordinate and administer corporate sponsorships. The Coordinator will also identify programs in the two departments where grant funding would be feasible and assist with the grant writing, administration and cultivation. In addition, the Coordinator will insure the complete and timely fulfillment of ongoing obligations to donors in the form of programmatic and financial reports and other written and verbal communications.

**QUALIFICATIONS**

Bachelor’s degree required, master degree preferred from an accredited college or university required; Minimum one year of related professional experience in development or student affairs. Strong written and verbal communication skills are required with excellent writing, editing, proofreading and computer skills. Must demonstrate the ability to work in a team/fast-paced environment with the ability to multi-task, prioritize and work well under pressure. Must be a self-starter and be able to work effectively off site. Position requires a willingness to travel and to work some evenings and weekends.

**REMUNERATION**

Contingent II contract staff, full-time, 12-month appointment. Time split 50% between Adele H. Stamp Student Union and Campus Recreation Services. Salary commensurate with experience with benefits includes tuition remission, health insurance, sick and annual leave.

**TO APPLY**

Go to [https://jobs.umd.edu](https://jobs.umd.edu), posting number 117500 -- applicants to provide a resume, statement of interest, and contact information for 3 professional references. Questions can be directed to Ramsey Jabaji, Search Chair, at rjabaji@umd.edu or 301-314-5323.

For best consideration, please submit materials by July 29, 2011. EOE/AA

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**Measurement Specialist, Center for Teaching Excellence, University of Illinois at Urbana-Champaign**

The Center for Teaching Excellence (CTE) invites applications for the position of Measurement Specialist. CTE provides services and consultations on the areas of instructor and course evaluation; examination, placement, and proficiency services; program evaluation; and student outcomes assessment. This position brings possibilities for research and teaching, as well as the ability to work in a dynamic and innovative office housed within the environment of a world class teaching and research University.

Principal responsibilities will include providing measurement expertise to the division; providing consultations and technical assistance to faculty and teaching assistants in the areas of student outcomes assessment, placement, proficiency, and examination services; conducting needs assessments for the unit; providing expertise in the areas of on-line testing and evaluation and alternatives to traditional instructor evaluation; and assisting the Head with day-to-day measurement and computing issues.

Applicants must have a master’s degree (preferably a doctoral degree) that includes training and primary expertise in educational measurement, statistics, and research design. This is a regular, full-time academic professional position with the opportunity to hold
an adjunct professorship. Salary is commensurate with qualifications and experience.

To ensure full consideration, applications must create a candidate profile at https://jobs.illinois.edu. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date. Proposed starting date is as soon as possible after the close of the search. Applicants should include a letter of application; an curriculum vitae; and the names, addresses, and phone numbers of three professional references by July 26, 2011. For further information regarding application procedures, contact Jasmyne Vermillion at 217-244-7854. To apply, visit: https://jobs.illinois.edu/default.cfm?page=job&jobID=9571

Assessment Coordinator, Pittsburg State University

The Department of Analysis, Planning and Assessment at Pittsburg State University is accepting applications for an Assessment Coordinator. Position Start Date: October 2011

Position Duties and Responsibilities: Under the supervision of the Director of Analysis, Planning and Assessment, the Assessment Coordinator facilitates and coordinates the assessment of academic programs, support units, and the undergraduate core curriculum. Responsibilities of the position also include working with faculty, staff, and administrators to sustain a culture of assessment through the development and revision of assessment approaches and best practices. The Coordinator collaborates with other university offices on assessment related training and professional development, as well as overseeing the administration of institution wide assessment instruments such as the NSSE and the CLA.

This position also serves as a campus-wide resource on assessment and the Coordinator works to develop, implement, and coordinate assessment efforts; consults with individuals and offices on developing appropriate goals, objectives and assessment measures; monitors and communicates assessment planning and activities; conducts workshops; and consults on technical aspects of assessment (e.g. data analysis, surveys, focus groups, qualitative methods, etc.). This position will also oversee the implementation of appropriate assessment data management software.

Minimum Qualifications: Experience in the practice of assessment of student learning within a postsecondary education setting; experience promoting and developing a culture of assessment; excellent leadership, communication, team, and human relations skills; experience creating and administering surveys as well as analyzing and presenting the results; proficient with Word, Excel, and either SAS or SPSS; Master’s degree required.

Preferred Qualifications: Doctorate; experience with software designed to collect and organize learning outcomes; demonstrated experience working with various assessment techniques and methodologies. Salary: $40,000

Additional Information: Pittsburg State University is an accredited, comprehensive, state-supported institution in southeastern Kansas, enrolling approximately 7,000 students annually. The institution has Colleges in the fields of Arts and Sciences, Business, Education, and Technology. For more information see http://www.pittstate.edu.

Application Process: Please submit electronically the following to Dr. Robert Wilkinson, Director, Analysis, Planning and Assessment (wilkinsn@pittstate.edu) by August 8, 2011 for first consideration:-Cover Letter (PDF)-Resume (PDF)-List of 3-5 references (PDF) NOTE: Each reference should include Reference Name, Title, Address, Phone Number, and Email address. Criminal background check is required.

Director, University Academic Services Center, Division of Academic Affairs Oklahoma State University Stillwater, Oklahoma

Applications are being accepted for the position of Director, University Academic Services Center, a professional advising center focused on guiding students as they find their place at OSU by providing assistance that can make the difference between success and failure. Utilizing a personalized approach to advising, the Center will strengthen OSU's reputation for putting students first and will greatly impact retention, as well as enhance students'
transition to independence, promote academic and personal successes, provide close mentorship, provide students with a personal connection to the University, and prepare students to earn a degree and to succeed in school and life.

The Director serves as a visionary and strategic leader whose primary responsibility will be to formulate and implement strategies that lead to an increased retention of undergraduate students at Oklahoma State University. In addition, the Director manages business and fiscal operations of the center and works with other individuals and groups on campus such as the Directors of Student Academic Services, faculty, and professional advisors to formulate, implement, and assess support services necessary to enhance the educational experience and the retention of students considered as “at risk” admissions candidates.

The Director represents the institution in relevant on- and off-campus matters and reports to the Associate Provost & Associate Vice President for Undergraduate Education on matters related to retention, academic success, and graduation of undergraduate students at OSU.

Oklahoma State University is a premier land-grant institution with a 100-year history. It is a multi-campus university, with undergraduate and graduate programs offered in Stillwater, at the OSU-Tulsa campus, and through distance education. Further information about Oklahoma State University can be found at www.okstate.edu.

QUALIFICATIONS: Candidates should possess proven leadership and management skills; a willingness to work collegially with the administration, professional advisors, faculty and others to develop and implement successful retention programs for undergraduate students; an earned doctorate, with an outstanding record of achievement in student development, academic advising, and/or program development; demonstrated leadership abilities, including the abilities to relate to people, manage funds, generate resources for use by the Center, and delegate responsibilities and authority; a minimum of five years of administrative experience in a university setting; willingness and ability to take responsible risks and to make decisions; and a demonstrated ability to communicate effectively.

SALARY: Commensurate with qualifications.

BEGINNING DATE: As soon as possible following acceptance of position.

APPLICATION: Email inquiries about the search may be directed to the Search Committee Chair at provost@okstate.edu. Applications will be accepted until the position is filled; however, screening will begin on Friday, June 24, 2011.

For consideration, apply online at https://jobs.okstate.edu. Search for listing number 07107. For assistance contact OSU Human Resources, 106 Whitehurst, Stillwater, OK 74078 or call 405-744-7401. A complete application will include a letter indicating the applicant’s interest, experience and qualifications for the position, a resume, and the names, addresses, telephone numbers and email addresses of five professional references who will not be contacted without prior notification.

Oklahoma State University is an Affirmative Action/Equal Employment Opportunity E-Verify Employer committed to diversity. OSU is a tobacco-free campus.

Conferences and Other Opportunities

Call for Manuscripts, Planning and Changing: An Education Leadership and Policy Journal

Articles on public school policy or higher education policy are being solicited, for possible publication in Planning and Changing: An Education Leadership and Policy Journal, a peer-reviewed forum for the presentation of issues and studies that inform current educational policy and practice, and a critical, intellectual resource for educational leaders, practitioners, and policy makers.

Planning and Changing provides a forum for the presentation of issues and studies that inform current educational policy and practice. As such,
the journal serves as a critical, intellectual resource for educational leaders, practitioners, and policy makers. Peer-reviewed articles include formal research studies using quantitative and/or qualitative methodologies, as well as reflective, theoretical pieces focused on significant aspects of education and schooling relevant to the administrator, community, or the larger public good.

Contact: Managing Editor Andrea J. Rediger, ajredig@ilstu.edu. 309-438-2399, or John Presley, jwpresl@ilstu.edu, and http://www.planningandchanging.ilstu.edu

FREE SEMINAR - Sexual Assault on Campus: An Update on the New Department of Education Guidelines

Recently, the United States Department of Education unveiled guidelines aimed at clarifying how colleges and universities should respond to incidents of sexual assault on campus. Please join the attorneys of the Woods Rogers Center for Education and the Law for an in-depth discussion concerning the impact of these guidelines on your school's judicial proceedings.

Wednesday, July 27, 2011
10:30 am - 2:00 pm

Taubman Museum of Art Auditorium
110 Salem Avenue
Roanoke, Virginia 24011

The seminar is presented by The Woods Rogers Center for Education and the Law
See http://www.educationandlaw.com/sexualassaultseminar/

ACPA 2012 – Louisville, KY
ACPA’s annual conference will be an easy drive next year. Remember these important dates:

July 5 – September 12 – Program Submissions
July 25 – September 9 – Call for Reviewers
March 24-28 – Annual Conference

Program Notes

Jayme Shepard ('11) has accepted a position as Assistant Director of Admission, Special Recruitment Programs at Georgia Tech in Atlanta, Georgia.