

124 Bushong Drive, Albion, MI 49224

cell: 517-945-4208

PROFILE:

Over 34 years of academic experience at Albion College - responsible for the day-to-day operations, recruitment and management of Prentice M. Brown Honors Program & the Foundation for Undergraduate Research, Scholarship and Creative Activity (FURSCA). Known for effective support, dynamic leadership and a proactive mindset for meeting and exceeding tasks within deadlines.

RELEVANT EXPERIENCE:

Associate Director Prentiss M. Brown Honors Program

August 2002- Present

- Recruiting 85-150 prospective students each year, personally interviewing each student one-on-one and engaging with them during admission visit days.
- Daily and weekly communications with over 250 Honors students. Managing student's questions, advising and handling daily interactions. Maintaining records on all aspects of the Honors program and coordination of the thesis process for each student writing for Honors and other departments.
- Act as the liaison between students, Honors, faculty and all other academic areas and coordinated all campus activities, with up to seven meetings scheduled per week.
- Use independent judgment to plan, prioritize and organize a diversified workload.
- Step in for Director at meetings and events on and off campus.

Associate Director Foundation for Undergraduate Research

May 2017-Present

- Engaging and promoting the program to current and prospective students during workshops, admission visit days and during interviews.
- Maintaining records on all aspects of FURSCA's three programs. Create and continue communications, advising and interactions with 40 to 60 FURSCA students throughout their four years.
- Being the liaison between students, FURSCA, and all other academic areas and coordinated all campus activities, ordering of materials and supplies related to research and social interaction.
- Organizing proposal reviews for funding and other support for undergraduate researchers, address issues related to faculty supervision of these projects.
- Used independent judgment to plan, prioritize and organize diversified workload.
- Create and maintain the computerized records in Excel for recruitment, current student performance, budgets, schedules, thesis writing, student attendance and presentations at regional and national research conferences, student-authored or co-authored publications, measurable output of student research, scholarly initiatives, and assessment records.
- Step in for Director at meetings and events while on and off campus.

OTHER EXPERIENCE:

Albion College Administrative Secretary, Art and Art History

August 1994-2002

All aspects of running the Art and Art History department office. Coordinated schedules for artists and visiting artists, hired student workers, updated the website and maintained the catalog of art work owned by the college.

Albion College Administrative Secretary, Dining and Hospitality Services

May 1990-August 1994

All aspects of running the dining services area, hired student workers, scheduled dining rooms at campus locations, ordered food from GFS, processed all accounts payables and receivables, coordinated summer conferences on campus, processed student identification cards.

AWARDS:

2024 National Collegiate Honors Council Award for Administrative Excellence

2020, 2015 Awarded Honorable Mention for Administrative Excellence from the National Collegiate Honors Council

2021 Employee Appreciation Day Nominee

2021 Staff Collaboration Award

KEY SKILLS:

- Community and alumni engagement
- Proficient at Excel, Word, and Slate
- Three decades of management, recruitment and operations in higher education.
- Advisor to the Euphonics, the Albion College acappella group 2016-2022