
PROFILE

A creative, enthusiastic, high achieving individual with over 20 years of outstanding performance, based on solid knowledge and experience. Offers a unique combination of management and leadership skills.

Accomplished team leader, adept at developing and guiding diverse teams to deliver top performance and service.

KEY ADMISSIONS EXPERIENCES

* Served as primary recruiter of new students. Responsible for applicant selection and yield. Master of International Affairs Program, Columbia University, School of International and Public Affairs.

* Worked collaboratively with Office of Admissions, Lehigh University. Created and presented sessions and events for prospective and admitted students and their parents. Interviewed and counseled hundreds of candidates for admission.

EXPERIENCE

**College-Bound Advising Today
President**

Winter 2010 - Present

Create and run a company, dedicated to advising high school students and their families with the process of preparing for, applying to, and entering college.

- Interview student and parents to determine needs and interests.
- Evaluate transcripts and other relevant documents.
- Advise on current educational and activity options.
- Create detailed lists of possible College options.
- Work with student on application and essay completion and submission.
- Counsel student and family on College selection.
- Follow-up with student regarding first year of College.
- Visit and evaluate US College campuses through-out the year.

**Lehigh University, College of Business and Economics
Associate Dean and Director of Undergraduate Programs**

Winter 2003 – Winter 2008

Direct all aspects of the Undergraduate Programs, from daily operational details to long term strategic planning. Create new, effective curricular and co-curricular programs, which continue to move the College forward and meet the needs of 1,300 students.

- Develop, plan and put into operation new program for advising undergraduates.
- Build and teach new ethics course for undergraduate students.
- Develop and implement orientation process for all new College faculty.
- Collaborate with Dean of Students regarding Student Success programs and functions.
- Train and advise faculty on policy and student advising issues.
- Create and run college-based study skills program for first-year students.
- Pioneer Peer Mentor student support and advising system.
- Evaluate and revise core undergraduate courses.
- Create continuous improvement plan including assessment and implementation.
- Project leader for AACSB reaccreditation process.

JOAN B. DESALVATORE

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- Middle States accreditation self-study team member.
- Monitor the development of new courses.
- Manage the creation and implementation of on-line courses.
- Convene and confer with faculty committee to create plans and procedures for changes in curriculum.
- Research, develop and plan innovative program to provide students with professional skill training in a non-curricular manner.
- Responsible for planning and coordinating schedule of classes to meet student needs and optimize faculty resources.
- Working in collaboration with the Admissions Office, create engaging approaches to providing admissions information.
- Convene and direct committees composed of both faculty and students: Undergraduate Core Curriculum, Dean's Advisory, Distance Education, Program Directors.
- Serve as co-Chair of College Globalization Steering Committee.
- Represent the College both internally and externally.

Columbia Business School, Columbia University Assistant Dean and Director of Student Affairs & Activities

Spring 1998 – Winter 2003

Responsible for quality of student life for a population of 1,500 full-time Business School students, in areas including course selection, registration, activities, events, and counseling.

- Primary counselor to all students in academic and related issues.
- Partner with University Counseling Services to support students and provide pro-active programming.
- Ombudsman for students regarding grade disputes, faculty relationships, financial aid, and all other School and University functions.
- Advisor to the Integrity Board and member of the 10-person Student, Faculty, Administrative, Academic Committee to improve culture and curriculum across the School.
- Manage and implement Dean's Discipline process for all academic and behavioral cases, approximately 30 per year, through adjudication and informal means.
- Member of the MBA Committee, setting policy for curriculum and school protocol.
- Oversee all scheduling for all Business School classes, over 200 per term, classroom usage, and final examinations.
- Train and supervise a full-time staff of eleven Student Affairs staff members. Develop and implement team-building techniques to strengthen the internal functioning and external image of the group.
- Mentor and advise student affairs professionals within the Business School and other University divisions.
- Manage budget for Student Affairs and Student Activities Offices (approximately \$1.1 million).
- Team with Office of Admissions and Financial Aid in recruitment and retention.
- Develop new Student Affairs website, working with the Office of Publications and the Office of Computing and Information Services to create an optimally designed and functioning site.
- Served as member of University search committees to hire new University Registrar as well as new Vice President for Student Services.

School of International & Public Affairs, Columbia University Assistant Dean of Student & Academic Affairs

Winter 1988 – Spring 1998

Responsible for recruitment, selection, advisement and programming for a school of approximately 650 graduate students.

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- Served as primary recruiter of new students for the Master of International Affairs Program (up to 20 site visits and graduate school fairs per year). Created and conducted presentations and weekly recruitment/information sessions for prospective students. Interviewed approximately 200 prospective applicants annually.
- Responsible for “yield” of admitted students as well as retention of current students.
- Advised approximately 200 students per term in course selection and degree completion.
- Responsible for creation and implementation of all registration procedures.
- Planned and coordinated: Graduation, Fall and Winter Orientation, Admitted Student Open House.
- Supervised all student groups including student government.
- Primary advisor for students with learning or other disabilities.
- School liaison to Student Affairs Network, Disabled Student Committee and University Rules Committee. Member of Deans’ Discipline Committee.

School of Law, Columbia University **Assistant to the Dean**

Autumn 1986 – Winter 1988

Responsible for schedule, registration processes and degree audit for graduate student population of approximately 1200 students.

- Counseled law students at pre-registration, registration, and throughout the year regarding court-mandated requirements, policies of the University and Law Faculty, requirements and procedures for taking non-Law courses.
- Reviewed student transcripts. Advised students regarding completion of degree requirements.
- Conferred with students and faculty in resolving academic and interpersonal issues.
- Advised faculty in matters relating to students, court requirements and faculty rules and policies regarding course conduct, examination procedures, grading standards.

AWARDS:

- **Robert W. Lear Award** – *Awarded annually by student government for service to the students above and beyond the call of duty, April 2001.*
- **Law School Service Award** – *Presented by the Columbia Law School Student Senate in appreciation for service to the students, December 1988.*

EDUCATION:

Teachers College, Columbia University

MA, May 1981 Psychological Counseling

Barnard College, Columbia University

BA, May 1977 Major: Psychology Minor: Education