

TEACHING EXPERIENCE

- 2011 to Present
- FACULTY**
Warren Wilson College – Swannanoa, NC
- Led a team of faculty to design a new business major for the College which was approved by the Southern Association of Colleges and Schools in March 2019.
 - *Principles and Practices of Contemporary Management* – students complete a semester-long group project observing and analyzing the four functions of management in one of our work crews on campus.
 - *Art and Science of Managing People* – uses a computer simulation that asks students to run their own human resources department.
 - *Leadership* – students complete several experiential projects that allows them to better understand their own leadership style.
 - Provide leadership for the major; building a team of faculty who are creating a vision for the major.
 - Advise all business majors and market the business major to prospective majors.
- 2015 to Present
- ADJUNCT INSTRUCTOR**
Asheville-Buncombe Technical College – Asheville, NC
- Teach classroom, hybrid and online, courses of varying lengths in the Business Department:
 - *People Skills*
 - *Professional Development*
 - *Principles of Management*
 - *Human Resource Management*
 - Adapt courses to fit semester-long and mini-mester schedules.
 - Utilize videos and electronic games as teaching tools.
 - Vary class activities on a regular basis including discussion, cases, small group activities and debates that actively engage students.
 - Build a sense of camaraderie and rapport within a classroom.
 - Periodically talk with students about pursuing a further degree and write letters of recommendation.
- 2017 to Present
- ADJUNCT INSTRUCTOR**
South College – Asheville, NC
- Teach classroom, hybrid and online courses:
 - *College Management*
 - *Career Management*
 - *Professional Development*
- 2009 to 2015
- ADJUNCT INSTRUCTOR**
Indiana University East – Richmond, IN
- Developed and taught an online *Career Planning* course.
 - Taught *Human Resource Management* in the classroom and online.

- 1992 to 2011 INSTRUCTOR
Earlham College – Richmond, IN
- Designed and taught three sections yearly of our *First Year Seminar Course*.
 - Taught two courses per year for the major, *Human Resource Management* and *Field Experience Seminar*. Taught *Introduction to Management* for three years.
 - Wrote the student and employer guidelines for the Field Experience.
 - Advised management majors and supervise internships.
 - Participated in a grant to redesign the management program.
- 2005 to 2008 ADJUNCT INSTRUCTOR
Indiana Vocational Technical College – Richmond, IN
- Taught *Human Resource Management* in the classroom.
- Fall 2001 FACULTY LEADER for Earlham College off-campus study semester to Morioka, Japan
- Led eleven students on a semester-long off campus study program to Japan.
 - Designed the orientation program and provided reorientation sessions at the end of the program.
 - Created and taught two courses: *Cross-cultural Education* and *Comparative Management*.
- 1984 to 1987 ADJUNCT INSTRUCTOR, GENERAL EDUCATION AND BUSINESS PROGRAMS
Virginia Wesleyan College – Norfolk, VA
- Annually, taught one section of the *First Year Seminar*
 - Taught *Introduction to Management*

EXPERIENCE PROFILE

- 8/2011 to Present ASSOCIATE DEAN, CAREER DEVELOPMENT
Warren Wilson College - Swannanoa, NC
- Manage the day-to-day operations of the office as well as develop strategic plans for the future. Effectively counsel students, faculty and alumni, individually and in groups, in all career development areas.
- Created and teach four career development courses annually:
 - *Major Exploration* designed for first and second year students who are exploring majors.
 - *Career Awareness* focused on sophomore beginning to delve into their options for making a life and making a living.
 - *Career Preparation* aimed at juniors and seniors who are job and graduate school searching.
 - *Graduate and Profession School Preparation* aimed at juniors and seniors preparing for graduate education.
- 7/2001 to 6/2011 ASSOCIATE DEAN FOR STUDENT SUCCESS
Earlham College - Richmond, IN
- Initiated the design for a different approach to retention that focuses on improving the quality of the Earlham experience for all students.
 - Established an Early Alert Team to identify and respond to students of concern. Serve as case manager for students who are at risk for leaving the College. Work closely with all services of the college and frequently refer students for assistance.

- Worked one-on-one and with groups of students instructed them on time management, organizational skills, and other topics to assist them in being successful college students.
- Provided leadership for retention activities of the college.

1/1989 to
9/2002 **DIRECTOR, CAREER SERVICES**
Earlham College - Richmond, IN

10/1987 to
12/1988 **ASSISTANT DIRECTOR, CAREER SERVICES**
Christopher Newport College -Newport News, VA

9/1984 to
10/1987 **DIRECTOR, CAREER PLANNING AND PLACEMENT**
Virginia Wesleyan College - Norfolk, Virginia

- Developed and conducted an intensive two-week career development course.

1981 to
1984 **BUSINESS MANAGER/COUNSELOR**
Schonberg Associates, Inc. (Corporate Outplacement firm) - Cincinnati, OH

PROFESSIONAL PRESENTATIONS

April
2019 Developing A Social Impact Curriculum, Conference Attendees, Sullivan Foundation Summit – Raleigh, NC

February
2019 Building a Social Entrepreneurship Curriculum Case, Conference Attendees, Kelley Institute for Social Impact Conference – Bloomington, IN

December
2017 Getting Your Name on the Marquee, Conference Attendees, Southern Association of College and Employers Annual Conference – Petersburg, FL

March
2017 Getting Clear on Clearness Committees, Conference Attendees, Network for Vocational Undergraduate Educational Bi-Annual Conference – St. Louis, MO

December
2016 Strategic Alliances, Leadership Institute Participants, North Carolina Association of Colleges and Employers Leadership Institute – Raleigh, NC

May
2016 Cultivating Your Craft Panelist, Conference Attendees, North Carolina Association of College and Employers Annual Conference – Asheville, NC

February
2016 Exploring Vocation through Service Workshop Facilitator, Conference Attendees, Network for Vocational Undergraduate Education Regional Conference – Eckerd, FL

December
2015 Creating Partnerships and Collaborations, Leadership Institute Participants, North Carolina Association of Colleges and Employers Leadership Institute – Greensboro, NC

November
2015 Making Your Pitch – Participants, Hugh O’Brien Youth Leadership Conference, Asheville, NC

May
2014 Experiencing the Experiential – Conference Attendees, North Carolina Association of Colleges and Employers Annual Conference – Awarded Best Conference Workshop - Blowing Rock, NC

GRANTS

- 2018 – 2021 *Fellow* – Sullivan Foundation, three-year fellowship focusing on developing a Social Entrepreneurship and Social Innovation Concentration in the Business Major.
- 2016 – 2018 *Program Development Grant* – Network for Vocational Undergraduate Education, two-year grant to implement a program infusing vocational discernment into the sophomore year experience.
- 2016 *Regional Conference Grant* – Partnered with Eckerd College to organize a conference exploring vocational education in a pluralistic setting.
- 2014 - 2016 *Professional Development Grant* – Network for Vocational Undergraduate Education, two-year grant to design and implement an intensive year-long program for faculty and staff to explore their own vocational discernment.

EDUCATION

M.B.A. - OLD DOMINION UNIVERSITY - Norfolk, VA - 1987
 Concentration in Marketing
Beta Gamma Sigma - Business Honor Society

B.A. - EARLHAM COLLEGE - Richmond, IN – 1980

PROFESSIONAL INVOLVEMENT

NATIONAL ASSOCIATION OF COLLEGES AND EMPLOYERS – 2001 to Present
 SOUTHERN ASSOCIATION OF COLLEGES AND EMPLOYERS – 2011 to Present
 NORTH CAROLINA ASSOCIATION OF COLLEGES AND EMPLOYERS –
 2011 to Present

- Board Member: Professional Development Chair – May 2016 to May 2017
 - Local Arrangements Chair – Spring Conference May 2016
 - Leadership Institute Steering Committee – 2014 to 2018
 - Registration Chair – Spring Conference May 2014
- NETWORK FOR VOCATIONAL UNDERGRADUATE EDUCATION – 2007 to Present
 BONNER LEADERSHIP CONFERENCE - May 2005
- Member of a panel sharing ways in which Bonner’s developmental model can be infused into student development.

CAREER DEVELOPMENT PROFESSIONALS OF INDIANA - 2010 – 2011, 1995 to 2001

- Served on the Steering Committee to develop this new professional association.
- Past-President – 1999 to 2000
 - Served as chair of the nominations committee.
- Summer Institute Co-Chair – 1999 to 2000
- President – 1998 to 1999
- President-Elect - 1997 to 1998

- Secretary - 1996 to 1997
- Wrote the initial draft of the Constitution and By-Laws for the Association.

MIDWEST COLLEGE PLACEMENT ASSOCIATION – 2010 to 2011, 1989 to 2001

- Conference Programming Committee Member - Fall 1997
- GREAT LAKES COLLEGES ASSOCIATION, Career Group - 1989 to 2001, 2010
- CENTRAL INDIANA CAREER CONSORTIUM - 1989 to 2001, 2010
- MID-ATLANTIC PLACEMENT ASSOCIATION - 1984 to 1988
- VIRGINIA COLLEGE PLACEMENT ASSOCIATION - 1984 to 1988
- Conference Registration Committee Chair - Fall 1988
 - Conference Committee Member - Spring 1987
 - Drive-In Workshop Committee Chair – 1988, 1987
 - Conference Committee Member - Spring 1986