VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

EDUCATION

Doctor of Education Leadership and Professional Practice

Trevecca Nazarene University - 2020

Master of Education School Counseling

Northwest Nazarene University - 1998

Bachelor of Science Computer Science / Math

Troy University - 1993

PROFILE

- Extensive University Admissions, Financial Aid, Marketing, Retention & Persistence, Diversity Engagement, Student Life, Classroom, and Registrar knowledge.
- Developed and implemented strategic plans for Admissions,
 Financial Aid, Marketing, Retention & Persistence, and Diversity
 Engagement.
- Experience in authentic, transparent, decisive, and collaborative leadership.
- Strong analytical and planning skills, combined with the ability to coordinate the efforts of many to meet institutional goals.
- Developed relationships with key University Faculty and departments, assisting with the recruitment and retention of students and marketing of programs.
- Solid leadership skills; able to build and guide a top-performing team.
- · Experience in continuous hiring and training activities.
- Strong interpersonal skills and a proven ability to work effectively with individuals on all levels.
- Extensive experience in crisis management, including crisis communication and intervention.
- Skilled in working with internal and external constituencies; including Alumni, Trustees, Pastors, Donors, Faculty, Staff, Parents, and Students.
- Excellent communication, organization, and time-management skills and abilities.
- A proven record of success with progressively increasing responsibilities based on experience, knowledge, and superior work performance.
- Ability to utilize deductive reasoning and discernment in critical and demanding situations.
- Possess a broad understanding of academic operations, and the shared governance culture unique to higher education.
- Ability to interpret and implement academic and institutional policies.
- In-depth understanding of educational technology and the role it serves.
- Extensive University external relations work with various consultants and third-party professionals.
- · Skilled and certified in Change Management.

VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

PROFESSIONAL ORGANIZATIONS

- Council for Christian Colleges & Universities
- Council of Independent Colleges
- National Association of College Admissions Counseling
- North American Coalition for Christian Admissions Professionals
- Nazarene Enrollment Officers Network
- Idaho Association of College Registrars and Admissions Officers
- American Association of College Registrars and Admissions Officers
- Pacific Northwest
 Association of College
 Admissions Counseling

SCHOLARSHIP

Dissertation:

 Women Leading Women: An Examination of the Working Relationships Between Female Leaders, Subordinates, and Peers in Christian Higher Education.

PROFESSIONAL EXPERIENCE

Northwest Nazarene University 2020 - Present Vice President for Enrollment Management

- Supervised 25 Staff Associates.
- Responsible for the offices of Traditional Undergraduate Admissions, Graduate and Professional Studies Admissions, Retention & Persistence, Diversity Engagement, and Nighthawks Central (One-Stop).
- Formed a new University Office Engagement & Belonging.
- Formed a new Campus Unit Nighthawks Central (Registrar, Financial Aid & Student Accounts).
- Developed a new unique university committee work process and structure.
- Directed 6 University budgets.
- Hired and trained over 12 staff employees.
- A member of the Senior Leadership Team.

Northwest Nazarene University University Registrar

2019-2020

- Supervised 6 Staff Associates.
- Responsible for maintaining the University's two catalogs.
- Oversaw the proper implementation of faculty policy as it pertains to the achievement and conferral of student degrees.
- Served on 5 Academic Commissions.

Northwest Nazarene University Adjunct Faculty Member Fall 2019 & Fall 2020

- Major and Career Explorations: A Strength's Based Approach.
- Cornerstone: First-Year Seminar Course.

VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

CERTIFICATES AND WORKSHOPS

Change Management Certificate

Association for Talent
 Development, 2021

LEAP - "Leading Effectively,

Achieving Performance"

Northwest Nazarene
 University, 2021

Women's Leadership

Development Institute

Council for Christian
 Colleges & Universities, 2021

Robinson Leadership Fellowship

Northwest Nazarene
 University, 2022

Executive Women in Leadership
Institute

Council for Christian
 Colleges & Universities, 2022

Executive Leadership Academy

Council of Independent
 Colleges, 2023-2024

PROFESSIONAL EXPERIENCE

Northwest Nazarene University

Vice President for Enrollment & Marketing

2010-2016

- Supervised 40 Staff Associates.
- Responsible for the offices of Undergraduate Admissions, Graduate Admissions, Financial Aid, Marketing, and Professional Development.
- Developed and formed a centralized admissions team.
- Developed and formed a centralized marketing team.
- A member of the President's Cabinet.

Northwest Nazarene University Director of Admissions

2006-2010, 2000-2002 1997-1999

- Led, trained, and supervised 6 Admissions Counselors.
- Supervised 5 additional Staff Associates.
- Directed the University undergraduate recruitment plan, including oversight of campus visits, phone communication, and written communication.
- Responsible for the oversight of the university summer ministry teams.
- Coordinated and led multiple university events, including Explore NNU, Palcon, and New Student Orientation.

Northwest Nazarene University Admissions Counselor

1994-1997

- Recruited Freshmen students for the Intermountain District of the Church of the Nazarene.
- Visited 60+ High Schools a year.
- Visited 30+ Churches a year.
- Developed extensive relationships with youth leaders in the NW Field.
- Served as a member of the NW Field NYI Council.

Northwest Nazarene University Student Life Assistant

1993-1994

- Staff Support for 5 Administrative Professionals.
- Student Support for SGA Students.

CHIEF ADMISSIONS OFFICER

LEADERSHIP EXPERIENCE

- NNU Enrollment Leadership Team Chair
- NNU Admissions Commission Chair
- NNU Enrollment Commission Chair
- NNU Engagement and Belonging Commission Chair
- NNU Student Services Innovation Taskforce Co-Chair
- NNU COVID Taskforce Co-Chair
- NNU Women's Leadership Development Commission –
 Executive Sponsor
- NNU Strategic Enrollment Planning Commission -Member
- Recipient of the NNU Administrative Personnel of the Year award
- Nazarene Enrollment Officer Network Chair (2014-2106)
- Recipient of the Nazarene Youth International Timothy Award

STRENGTHS

GALLUP

- Strategic
- Achiever
- Activator
- Self-Assurance
- Belief

DISC

• Di - Dominance, Influence

ENNEAGRAM

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