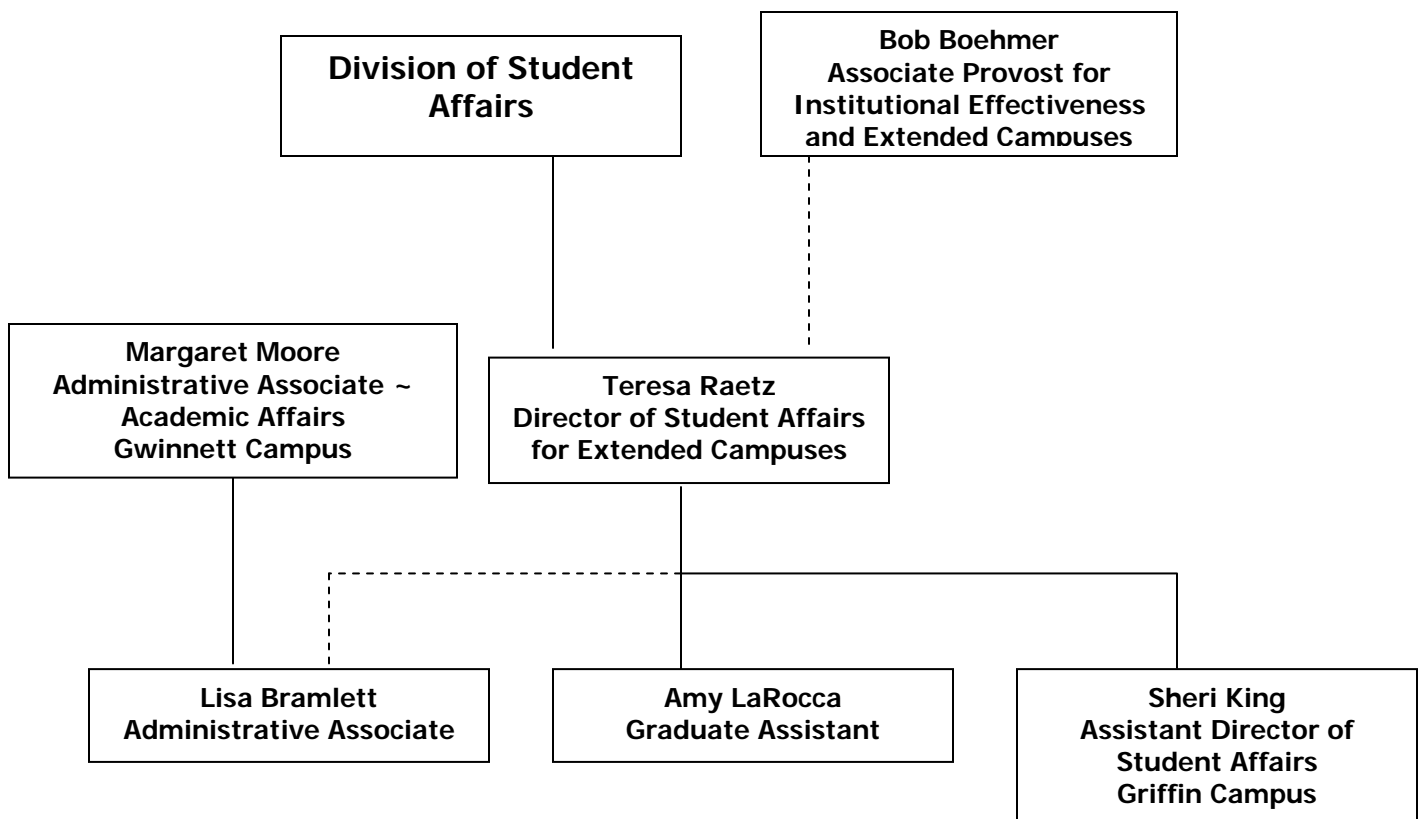




Organizational Chart

June 2009





Director of Student Affairs for Extended Campuses Job Description

The responsibilities of this senior level management position include:

- Day-to-day coordination for all UGA student affairs programs and services offered at all extended campus locations of UGA
- Coordination of the development of new student services and programs
- Supervision of the Student Affairs professional and support staff at UGA's extended campus locations
- Other duties as assigned

Successful candidates for the position will have a good working knowledge of the University of Georgia and its various Student Affairs units and programs. Organizational skills, experience in managing the logistics of complex programs, and the ability to respond to short deadlines and last minute change are essential. Strong interpersonal skills are needed as this individual interacts with many constituencies. A doctoral degree and project development and implementation experience are preferred. The Director of Student Affairs for Extended Campuses will be expected to work on a full-time basis at the University of Georgia location in Gwinnett County. The position will require some travel to UGA locations at off-campus sites, as well as travel to Athens for meetings and other functions. The position reports to the Assistant Vice President for Student Affairs. An administrative assistant supports the position.

TERESA RAETZ

EDUCATION

University of Georgia

Ph.D., 2002 in Student Affairs Administration

Dissertation: *Stress and Coping in First Year Students and Gender Schema*

Internship: American Institute for Foreign Study, London, UK

Oklahoma State University

MS, 1993 in Counseling and Student Personnel (emphasis: School Counseling)

Practicum and Internship: Stillwater Junior High School

BS, 1991 in Secondary Education (option: English)

EXPERIENCE

2002 – present Director of Student Affairs for Extended Campuses

University of Georgia Gwinnett Campus, Lawrenceville, GA

Primary responsibilities include creation, coordination, supervision, and/or direct provision of all student affairs programs and services for students.

Responsibilities include: Creating wide range of policies and procedures for all student affairs functions. Participate in all aspects of student affairs administration, including budget development, planning, and supervision of graduate, professional and support staff. Functional area responsibility or collaborations include: student financial aid; student and faculty/staff identification cards (UGA Card); testing services; disability accommodations; student Code of Conduct; hardship withdrawals; student leadership, including activities and organizations; recreational sports and fitness activities; freedom of expression and on-campus fundraising policies; multicultural services and programs; student handbook.

2000 – 2002 Graduate Assistant, Office of the Vice President for Student Affairs

University of Georgia, Athens, GA

Part-time position where primary responsibility was creation, implementation, and assessment of a new centralized graduate assistantship selection process for the Division of Student Affairs (approximately 56 GA positions), with many other divisional projects.

1998 - 2000 Graduate Resident, Creswell Hall

University of Georgia, Athens, GA

Part-time, live-in residence life position. Responsibilities included a full range of supervision duties for 20 people on 2 separate staffs; recruited and advised Conduct

Review Board members; responded to a wide variety of crises/emergencies involving residents, parents, and facilities; counseled residents on a variety of issues

EXPERIENCE Continued

1996 - 1998 University Representative

Oklahoma State University, Stillwater, OK

Full-time position where responsibilities included creating and maintaining informational relationships with students, parents, school staffs of 105 in-state high schools and Texas Panhandle region; participating in sponsored and cosponsored recruitment activities on and off campus, including campus tours, and OSU Experience; setting and following up on professional and recruitment goals.

1993 - 1996 Admissions Representative

Oklahoma State University-Okmulgee, Okmulgee, OK

Full-time position where responsibilities included travel-intensive marketing of the institution to prospective students and general public; creating and maintaining positive relationships with a wide variety of populations; coordinating and implementing various campus workshops and programs; student advisement; public speaking; file management; frequent use of professional judgment regarding student admissions; and periodic utilization of creativity to streamline office policy and procedure.

OTHER RELEVANT EXPERIENCE

1991 - 1992 Graduate Assistant, Student Activities

Oklahoma State University, Stillwater, OK

Part-time position where primary duties included visualizing, organizing, publicizing, implementing, and evaluating several entertaining and/or educational programs for a university population and surrounding community.

CONSULTING EXPERIENCE

2008 Department of University Housing

University of Georgia, Athens, GA

Short term project where responsibilities included working with partner to design and enact student focus group protocol and create report with recommendations based on data to be used as the department evaluated the effectiveness of its CLASS (Continuing the Legacy of African-American Student Success) Advocate program

2006 Georgia Gwinnett College

Lawrenceville, GA

Short-term project where responsibilities included making recommendations to newly formed college as it envisioned creation of a student affairs operation. Created report that included recommendations for a comprehensive student affairs division that would serve the needs of students, meet the short- and long-term goals of the administration and be congruent with best practices of the field and the mission of the college.

MEMBERSHIPS

American College Personnel Association
Georgia College Personnel Association

SERVICE AND PROFESSIONAL DEVELOPMENT

University of Georgia

National Residence Hall Honorary

College of Education Self-Study Committee

- Chair, Internal Operations

Search committee for Director of Student Financial Aid

- Member

Search committee for Assistant Vice President for Academic Affairs and Director of the Gwinnett Campus

- Chair

Search committee for Gwinnett Campus Facilities Coordinator

- Member

Search committee for Gwinnett Campus Academic Affairs Administrative Specialist

- Member

Georgia Journal of College Student Development

- Associate Editor 1999 – 2000
- Editor 2003 – 2005

Georgia College Personnel Association

- Outstanding Doctoral Student award

UGA Association of Student Personnel Administrators

- Doctoral Liaison
- R. B. Winston, Jr. Outstanding Doctoral Student award

Mock Placement Conference

- Co-chair 1999-2001
- Volunteer 1998

Oklahoma State University

OSU-Okmulgee Faculty/Staff Association

- Member

Oklahoma College Student Personnel Association

- Campus Representative
- Membership Chair 1996-98

Oklahoma Counselors Association

- Member

Coaches vs. Cancer (American Cancer Society) Steering Committee

- Member

Oklahoma College Day/Night Coordination Committee

- Campus Representative

College Information Hotline

- Volunteer 1994-98
- Chair of Publicity 1996
- Chair 1997

PUBLICATIONS, PRESENTATIONS, and INSTRUCTIONAL EXPERIENCE PUBLICATIONS

(* refereed, ** invited and reviewed)

Journal Articles

- * Lease, J. A., Raetz, T., Lathrop, B. J., & Mullendore, R. L. (2003). Purposeful planning: A model for student affairs practitioners. *Georgia Journal of College Student Affairs* [electronic].
- ** Raetz, T. (2002). Conducting job analyses and creating position descriptions for student affairs professionals. *College Student Affairs Journal*, 23(1), 26-34.
- ** Raetz, T. (1999). Practical magic: Technological innovation on Georgia campuses [Special issue]. *Georgia Journal of College Student Affairs*, 13(2). 6-8.

Editorial

- ** Raetz, T., Badal, A., & Smith, R. L. (1999). Editorial. [Special issue]. *Georgia Journal of College Student Affairs*, 13(2). 2-3.

Book Chapter

- ** Raetz, T., & Lease, J. A. (under contract). Multiple identity development. In Howard-Hamilton, M., Cuyjet, M., & Cooper, D.L. (Eds.) *Multicultural college student development and environmental assessment*. Springfield, IL: Charles C. Thomas, Publishers.

PRESENTATIONS

- Raetz, T. (1995). The College Club program in Okmulgee county. A program presented at the annual meeting of the Oklahoma College Student Personnel Association, Tulsa, OK.
- Raetz, T. (2001). Sex differences in stress and coping. Invited presentation of research findings at the meeting of the Residence Life Leadership Team, Athens, GA.
- Raetz, T. (2002). Stress management for student leaders. A program presented at the Georgia Perimeter College student leadership conference, Lawrenceville, GA.
- Raetz, T. (2003). Stress, coping, and gender in first year students. A presentation of research findings at the annual meeting of the Association of College Personnel Administrators, Minneapolis, MN.
- Davis, J.K. and Raetz, T. (2007). Finish the drill: Staying motivated, finishing the dissertation, and graduating in student affairs doctoral study. A program presented at the University of Georgia Student Affairs Administration Doctoral Retreat.
- Raetz, T., Carretta, P., Dean, L., Komives, S., and Lehker, T. (2008). Developing CAS standards for graduate and professional school services. A program presented at the annual meeting of the Association of College Personnel Administrators, Atlanta, GA.

Lawson, J., Lehker, T., and Raetz, T. (2009). Roundtable discussion: Current issues and careers in graduate student affairs. A program presented at the annual meeting of the Association of College Personnel Administrators, Washington, DC.

INSTRUCTIONAL EXPERIENCE

ECHD 6030 – Interpersonal Facilitation and Intervention, co-taught with Dr. Merrily Dunn,

University of Georgia

- Fall 2001: 16 master's students, 1 doctoral student

REFERENCES

References available upon request.



Assistant Director of Student Affairs for the Griffin Campus Job Description

This generalist position provides a broad range of student affairs and related services to undergraduate and graduate students on the University of Georgia's Griffin Campus. This position is responsible for all student affairs functions, including but not limited to: financial aid, student activities and leadership opportunities including organization advising, intercultural affairs, judicial programs, recreational activities, student identification card services, disability services, and testing services. The position also provides information and basic services for registration, tuition and fee payment, study abroad, and career services. In the case of many of these services, the Assistant Director serves as the liaison between the Griffin Campus student and the services provided on the Athens Campus. The incumbent participates in student events both on and off campus, including some recruitment and orientation activities. The Assistant Director reports directly to the Director of Student Affairs for Extended Campuses and will work closely with the Director regarding planning and budget. Additionally, the incumbent works directly with the Assistant Provost of the Griffin Campus on campus and community-related activities and will coordinate daily activities with the Academic Affairs Coordinator. The Assistant Provost informs the Director regarding the needs and performance of the Assistant Director. The incumbent maintains effective working relationships with the central administrative units on the UGA Athens Campus.

REQUIREMENTS:

Master's degree required in Student Affairs Administration, Counseling, Higher Education, or other relevant field. Experience with student affairs and/or higher educational administration required, preferably in a university setting. Budget experience is preferred. Experience working with commuter, non-traditional, and/or graduate students strongly preferred. Excellent organizational, communications, and computer skills are essential. Some evening and weekend hours are required.

SHERI KING, PH.D.

EDUCATIONAL BACKGROUND

The University of Georgia Ph.D. in Counseling and Student Personnel Services	2007
The University of California at Los Angeles M.A. in Education, Educational Psychology	1974
New York University B.S. in Early Childhood and Elementary Education	1973

HIGHER EDUCATION EXPERIENCE

The University of Georgia Griffin Campus Assistant Director, Student Affairs	February 2008-to present
<ul style="list-style-type: none">• Develop the student affairs unit on the new extension campus of the University of Georgia• Identify needs and provide a broad range of student affairs and related services to undergraduate and graduate students including student activities, registrar services, tuition and fee payment, financial aid, disability services and testing services• Foster student development through programs and workshops dedicated to leadership development, career development, study abroad, and service learning• Serve as a liaison between the Griffin campus and the services provided on the Athens campus• Responsible for the development and implementation of new student orientation and faculty orientation• Oversee the operation of the campus fitness center and recreational activities for the student body• Manage the operating budget for the Office of Student Affairs and the student activity fee budget• Collaborate and work closely with the Office of Academic Affairs on specific programs such as recruitment, open houses and graduation• Serve as a member of the Academic Affairs leadership team to identify future needs of the growing campus and assist with daily operations of the academic unit• Supervise the student worker staff for the Offices of Academic and Student Affairs• Perform duties of the coordinator of academic affairs during position vacancy including teaching faculty liaison, classroom assignments, and faculty orientation	

Adjunct Faculty

August 2008-to present

- Instruct *Career and Life Planning*, an undergraduate course on the process of career and life planning and developing skills necessary for informed career decision making

The University of Georgia

2003-2007

Doctoral Intern, Office of the Vice President for Student Affairs

- Coordinated the graduate assistantship hiring process for the Division of Student Affairs utilizing an online database and on-site placement-style interview days
- Wrote and co-presented the Division of Student Affairs' introduction to UGA for multiple sessions of Parent Orientation each summer; developed a Facilitator's Guide for use by all presenters
- Organized and facilitated mock placement interviews for master's students in the College Student Affairs Administration Program
- Developed curriculum for undergraduate and graduate level summer interns seeking to learn about the Office of the Vice President for Student Affairs
- Participated in the planning and implementation of the annual First-Year Parents and Families Fall Weekend
- Investigated the feasibility of implementing a centralized First Year Experience Program through collaboration with academic units on campus
- Researched, developed and produced a guide to living off-campus in the Athens area that resulted in a professional grade interactive CD and web site
- Coordinated three screening committees for positions in the Department of Intercultural Affairs, including: developing job descriptions; providing web-based and paper support for the screening committees; and creating and implementing the campus visits for invited candidates
- Developed and disseminated materials for New Professionals Institute (NPI) and assisted with the program's transition to Trinity University

The University of Georgia

2004-2006

Instructor

- *Academic and Career Planning*: Instructed 20 undergraduate students per class regarding the decision making models for selecting academic majors and exploring career options.
- *Career and Life Planning*: Taught 20 undergraduate students per class on the process of career and life planning and developing skills necessary for informed career decision making.

Co-Instructor

- *Career Development Theory and Practice*: Graduate level class for 35 students on career development concepts, assumptions, theories, and research in educational, rehabilitation, community, and employment settings.

- *Cross-Cultural Counseling*: Graduate level class for 35 students on the knowledge, skills, and self-awareness needed to counsel members of racially and ethnically diverse populations.

PUBLICATIONS AND PRESENTATIONS

National Presentations

- Mullendore, R., King, S., Rissmeyer, P., & Watson, A. (2009, March). **Parent involvement vs student development: A win/win?** Presentation at NASPA 2009 National Conference, Seattle, WA.
- King, S. (2006, March). **Orienting parents to student affairs: An interactive approach.** Presentation at ACPA 2006 National Conference, Indianapolis, IN.
- King, S. (2006, March). **Parent-Institution Relationships: Exchanging ideas with professionals who are parents.** Presentation at ACPA 2006 National Conference, Indianapolis, IN.
- Lloyd, J., Raphael, A., Gibson, W., King, S., Timm, D., Woodard, B., & Wilson, W. (2004, April). **Finding the right doctoral program for you.** Presentation at ACPA 2004 National Conference, Tampa, FL.

Publications

- Sargent, S. R., King, S., & Boyd, K. (in press). **Registrar programs and services: CAS standards and guidelines.** In L. A. Dean (Ed.), *CAS: Professional standards for higher education* (7th ed.). Washington, DC: Council for the Advancement of Standards in Higher Education.
- King, S., Watson, A., & Mullendore, R. (2009, January 14). **The impact of parental involvement on college student development: A longitudinal study—Part II, initial quantitative findings.** *NetResults*.
- Mullendore, R., King, S., & Watson, A. (2008, November 12). **The impact of parental involvement on college student development: A longitudinal study.** *NetResults*.
- King, S. (2007). **Expected and actual parental involvement during the college years: Perceptions of parents and students.** Unpublished doctoral dissertation, The University of Georgia.
- King, S. (2006, October 25). **Enhancing your institution's FERPA compliance.** *NetResults*.
- King, S. (2006, Spring). **Who's the real enemy?** *Journal of College Orientation and Transition*, 13(2), 60-62
- King, S. (2005). **The role of student affairs in parent orientations at UGA.** NASPA Parent and Family Relations Knowledge Community's Practices for Partnering with Parents. *NASPA Online*.

Additional Research in Progress

- **NASPA Parent Involvement Project**

The Impact of Parental Involvement on College Students' Development of Life Purpose, Mature Interpersonal Relationships, Academic Autonomy, and the Establishment of Healthy Lifestyles, a longitudinal study of a national sample of college students and their parents using pre-post test research design to measure outcomes during students' first-year and fourth-year (second year for two-year college participants). Student participants take the SDTLA while parent participants take the NASPA Parent Involvement Survey.

- **NASPA Book on Parents of Millennials**

Writing a chapter in a book commissioned by NASPA for the mainstream public and scholars on the transition of parental involvement from the high school years to college; expected release date in 2009.

PROFESSIONAL AFFILIATIONS

- American College Personnel Association
- Community Campus Coalition for the Prevention of Alcohol and Other Drug Abuse
 - Member, Education Committee (2004-2007)
- National Association of Student Personnel Administrators
 - Leadership Team: Parent and Family Knowledge Community
- National Orientation Directors Association
- Southern Association of College Student Administrators
- University of Georgia Student Personnel Association

ADDITIONAL PROFESSIONAL EXPERIENCE

Delta Air Lines, Inc.

Flight Attendant 1976 - 2008

- Provide high quality customer service, supervise cabin crew, and ensure a safe environment for crew and passengers

Instructor/Facilitator 1990 - 2002

- Member of In-Flight Service Learning Organization; developed, instructed and facilitated a wide variety of training programs for flight attendants.
- Facilitated corporate-wide classes on successful service and management skills.
- Facilitated diversity and cultural awareness training.

Special Assignments 1993 - 2002

- Program Developer: Developed training materials using Instructional Systems Designs principles

- Auditor: Audited and evaluated safety, training and administration of foreign air carriers desiring Codeshare status, using CQA standards and procedures
- Line Check Flight Attendant: Responsible for quality assurance evaluations of flight attendants on the job

The Paideia School

Board of Trustees

1990 - 1996

- Chaired or served on numerous committees relating to school and/or sports activities, including booster club, financial aid fundraising, and leadership development

Lithonia Dolphins Swim Team

Manager

1997 – 2001

- Managed and operated a summer league swim team (100-130+ swimmers, ages 4-18), and its staff of (4-8) high school and college-age coaches

DeKalb County, Georgia School System

Substitute Teacher

Los Angeles Unified School District

Teacher

New York City Board of Education

Teacher

LANGUAGE & COMPUTER SKILLS

- Working knowledge of Spanish (conversational and formal training)
- Proficient in MS Word, MS Excel, OASIS, TSO, SPSS, Perseus, Lotus

REFERENCES PROVIDED UPON REQUEST