

Marc R. Dale Jr.

Aurora, IL 60504

OBJECTIVE

To obtain a career in the higher education field where my abilities/skills can be utilized and that offers a variety of challenges and opportunities for growth

EDUCATION

Master of Arts, Chicago State University, Chicago, IL
Educational Leadership and Administration
Concentration: Higher Education Administration

Bachelor of Arts, Purdue University, West Lafayette, IN
Public Relations

Distance Education Online Faculty Certification (Blackboard 8)

Purdue in Florence, Italy Study Abroad Program, Summer 2007

EXPERIENCE

Director of Registration & Records/Registrar, Waubensee Community College; *November 2012 – present*

- Provide leadership to plan, organize and manage all of the activities related to the Records and Registration, including serving as the official authorized keeper of the college's student records
- Supervise and maintain the accuracy of student records both physical and electronic
- Problem solve the research, analysis and resolution of student disputes as they relate to records and registration
- Develop and manage the departmental budget, goals and objectives
- Responsible for completing required state and federal reports as scheduled
- Provide FERPA training information and training as needed
- Participate on departmental and college committees as assigned
- Provide leadership and oversight to develop appropriate recommendations for the implementation of related technology application in support of enhanced services offered through the department
- Oversee staff scheduling, evaluation, position description, and staff development.
- Serve as the Project Sponsor for the Banner Workflow Implementation
- Perform other duties as assigned by the Dean for Enrollment Management

Adjunct Faculty, Ivy Tech Community College-Northwest; *August 2012- November 2012*

- Responsible for creating a learning environment that assisted students in reaching their goals and for providing effective instruction and assessment within the framework of common syllabi provided by the College
- Performed all instructional duties necessary to teach and facilitate student learning in assigned classes
- Maintained student attendance and grading records according to College policy as outlined in the Adjunct Faculty Handbook

Assistant Registrar, Ivy Tech Community College- Northwest; *September 2010 - present*

- Provided assistance and expertise on student records and academic policy
- Developed procedures and processes to manage student records in paper and electronic form
- Evaluated and inputted students' credentials and documents into BANNER database system
- Responsible for the evaluation of transcripts for all undergraduate students in the Northwest Region for entrance assessment waivers and transfer credit
- Managed records and registration for high school students in dual credit/enrollment programs
- Performed degree audits, enrollment verifications, degree certifications, and provide student advising on Standards of Academic Progress
- Assisted in the coordination of events for graduates including the annual regional commencement ceremony and transfer fairs

- Provided direction and leadership to staff members to complete daily roles and responsibilities
- Prepared reports for internal and external sources
- Facilitated training sessions for college faculty and staff
- Served as a member of the Regional Diversity Committee and Co-chair of the African-American Male Initiative
- Performed all work in accordance with the College's Policies and Procedures, FERPA and AACRAO guidelines
- Performed other duties as assigned by the Registrar, Vice Chancellor of Student Affairs, and Vice Chancellor of Academic Affairs

Financial Aid Advisor, Ivy Tech Community College- Northwest; *January 2009 - September 2010*

- Administered federal student aid programs authorized under Title IV of the Higher Education Act (HEA), state aid programs, and institutional aid
- Collected and analyzed financial data to determine aid eligibility and package financial aid awards accordingly
- Presented Financial Aid information at new student orientations
- Assigned duties to part-time staff
- Responsible for providing financial aid counseling to applicants and parents of dependent students
- Processed forms for external agencies including forms for housing, food stamps, AFDC, TANF, Workforce Development and Vocational Rehabilitation
- Coordinated events to aid students and parents with financial aid processing
- Maintained and updated financial aid data on BANNER database system
- Conducted all activities within the established guidelines of the Family Educational Rights and Privacy Act (FERPA)
- Performed other duties as assigned by Associate Director and Director of Financial Aid

Administrative Associate, Purdue Musical Organizations; *January 2007 – January 2008*

- Provided front-line reception duties
- Assisted the Musical Directors and Administrative Assistant
- Responsible for customer service inquiries, which included answering customer queries and providing detailed information on products, events, productions, and musical ensembles
- Formulated and executed an effective organization system for the sheet music library
- Implemented successful fundraising programs

**PRACTICUM
EXPERIENCE**

Admissions Officer Intern, University of Illinois at Chicago; *January 2012 – May 2012*

- Maintain and update applicants' files
- Review and process admission applications, transcripts, and personal statements
- Make admission decisions for undergraduate programs in accordance with admission guidelines
- Evaluate and input applicants' credentials and documents into BANNER database system
- Performed other duties and tasks as assigned by the Assistant Director or Director

Academic Advisor Intern, Ivy Tech Community College- Northwest; *August 2011 - December 2011*

- Provided academic advising services to first time, readmitted, and transfer students
- Assisted students on establishing academic and career goals and provided appropriate educational/career options for each student
- Created Individual Academic Plans for each advisee's chosen program of study
- Identified options for students to satisfy degree requirements
- Evaluated and made recommendations on petitions and Financial Aid appeals
- Referred students to appropriate campus resources for assistance

**COMPUTER
SKILLS**

Proficient in Microsoft Office, Windows Operating System, Discoverer, Discoverer Plus, Crystal Reports, Banner, Blackboard, and a host of application programs