

Marc R. Dale Jr.

Naperville, IL



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

EXPERIENCE

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

- Provide leadership and oversight to the Registration and Records office, which include residency classification, registration (credit and noncredit programs), transcripts, student records, degree audit/awarding, transfer credit evaluation, enrollment and degree verification, attendance/grade processing and federal and state reporting functions.
- Interpret, implement and ensure compliance with federal, state, academic and college administrative policies.
- Direct, mentor, and guide Registration and Records management staff; work in collaboration with the office management staff to establish direction, priorities and goals.
- Manage the annual operating budget and assist in developing the budget and allocation of funds.
- Serve as the college's compliance officer for the Family Educational Rights and Privacy Act (FERPA) and provide training to faculty, staff and administrators.
- Serve as an advisor to the curriculum committee; providing data and benchmarking information and then executing approved academic policies into implementable solutions.
- Liaise with key administrative offices (e.g., Financial Aid, Student Accounts, Admissions), and partner with the academic leadership team to support effective functioning of the college.
- Oversee and administer college academic policies and regulations to ensure compliance with federal, and other regulatory agencies.
- Collaborate with Information Technology (IT) in monitoring upgrades and testing functions of the Student Information System and other technical systems.
- Serve on college academic and administrative committees and serve in other capacities as needed or directed by the university
- Perform related duties as assigned.

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 – November 2012*

- 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 input 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

TECHNICAL SKILLS

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