LESLYE A. ERICKSON

1031 Garvin Place, Louisville, Kentucky, 40203 Phone: (502)489-1405 Email: leslyee1961@yahoo.com

EDUCATION

Master of Science, Educational Administration and Higher Education, Specialist Degree in College Student Personnel, Southern Illinois University, Carbondale, Illinois, August 1991.

Bachelor of Science, Geography, Southern Illinois University, Carbondale, Illinois, August 1984.

EXPERIENCE

Director, Career Development Center, University of Louisville, Louisville, Kentucky - Responsibilities: Design and implement policy, procedure, budget, staffing, and program decisions for a comprehensive career center; supervise sixteen staff who coordinate the department's Career Exploration and Development Programs, Co-op/Internship Programs, On-Campus Recruiting Programs, Alumni Services Programs, the Student Employment Program, College Work Study, and the development and maintenance of all student/alumni career resources. Interface with students, faculty, administrators and employers to promote and achieve the goals and objectives of the center. August 2006 - Present.

Service to University Community

- Member, Director of Cultural Center Search Committee, Fall 2010
- Member, University Alumni Council, Spring 2009- Present
- Recipient, Ideas to Action SUN Grant, University of Louisville, 2009
- Selected Participant, Collaborative Learning Communities Pilot Class, University of Louisville, 2008 present
- Chair, Majors Fair Planning Committee, University of Louisville, 2008 - Present
- Member, Graduation Fair Planning Committee, University of Louisville, 2008
- Founding Member, Financial Fiesta, University of Louisville, 2007
- Member, Enterprise Management Committee, University of Louisville, 2006 - 2008
- Member, Director of the Student Activities Center Search Committee, University of Louisville, 2007
- Member, Coordinator of Graphic Art Search Committee, University of Louisville, 2007
- Member, STOMP Modules Planning Committee, University of Louisville, 2006

Teaching Service

Guest Presenter, Numerous General Education Classes, Alumni Network Presentations, Workshops and Department Staff Training Sessions, University of Louisville, 2006 - present

Director, University Career Services, University of New Mexico, Albuquerque, New Mexico - Responsibilities: Design and implement policy, procedure, budget, staffing, and program decisions for a comprehensive career center; supervise sixteen staff who coordinate the department's Career Exploration and Development Programs, Co-op/Internship Programs, On-Campus Recruiting Programs, Alumni Services Programs, the Undergraduate Conference Award Program, and the Student/Alumni Computer Career Resources Cyber Cafe. Interface with students, faculty, administrators and employers to promote the goals and objectives of the center. August 2000 – August 2006.

Service to University Community

- Member, University Committee on Engagement and Service, Office of the President, University of New Mexico, Spring 2005- present
- Coordinator, Partnership for Public Service: UNM Pilot Program, Office of the President, University of New Mexico, Spring 2005 -present
- Coordinator/Developer, On-line Student Customer Service Training Program, Division of Student Affairs, University of New Mexico, Fall 2005 – present
- Chair, Employee of the Year Award Committee, Division of Student Affairs, University of New Mexico, 2005, 2004
- Chapter Advisor, Golden Key National Honor Society, University of New Mexico, 2003-present.

- Member, Manager for Career Services Search Committee, Anderson School of Management, University of New Mexico, 2005
- Member, American Federation of Teachers Union, Management Negotiating Team, University of New Mexico, May – November 2005, May – August 2004, May – July 2003, June-July 2002, June-July 2001
- Chair, Webpage Re-design Committee, Division of Student Affairs, University of New Mexico, Summer 2002 – Spring 2003
- Member, Director for Special Programs Search Committee, University of New Mexico, 2003
- Member, Division Strategic Planning Committee, Division of Student Affairs, University of New Mexico, Summer 2002 – Fall 2002
- Member, Human Resources Stakeholders Committee, University of New Mexico, Summer 2002 – Fall 2002
- Coordinator, Customer Service Training Initiative for Staff, Division of Student Affairs, University of New Mexico, Summer 2001

Teaching Service

Instructor, Sophomore Seminar, University of New Mexico, Fall 2005, Fall 2006
Instructor, National Career Development Facilitator Training Certification Class, Spring 2004, Spring 2006
Instructor, Freshman Interest Group/Career and Life Planning, University of New Mexico, Fall 2003, Fall 2004, Fall 2005
Instructor, Management 398, Job Search Strategies, University of New Mexico, Fall 2004, Spring 2005
Guest Presenter, Freshman Interest Groups, University of New Mexico, Fall 2000 - present

Director, The Career Development Center, Idaho State University, Pocatello, Idaho - Responsibilities: Designed and implemented policy, procedure, budget, staffing, and program decisions for a comprehensive career center; supervised ten staff who coordinate the department's Career Exploration and Development Programs, Off-Campus Student Employment Programs, Co-op/Internship Programs, Full-Time/On-Campus Recruiting Programs, Alumni Services Programs, and the Student/Alumni Computer Lab. Interfaced with students, faculty, administrators and employers to promote the goals and objectives of the center. August 1998 – July 2000.

Service to University Community

- Member, Satisfactory Progress Appeals Committee, Office of Financial Aid, Idaho State University, Spring 2000
- Member and Department Sponsor, Co-curricular Transcript Committee, Office of Leadership Development, Idaho State University, Spring 1999 – Spring 2000
- Member, Center for New Directions Advisory Board, Center for New Directions, Idaho State University, Fall 1998 – Summer 2000
- Member, Diversity Committee, Office of International Students, Idaho State University, August 1998 – July 2000
- Member, Gender Equity Subcommittee, NCAA Review Team, Office of the President, Idaho State University, Spring 1998-Summer 2000
- Member, Dean of Student Affairs Search Committee, Idaho State University, 1998

Teaching Service

Instructor, First Year Seminar, Idaho State University, Spring 1999, Fall 1999, Spring 2000
Instructor, Career and Life Planning, Idaho State University, Fall 1998, Fall 1999

Director, The Career Center, Saint Louis University, St. Louis, Missouri - Responsibilities: Designed and implemented policy, procedure, budget, staffing, and program decisions for a comprehensive career center; supervised ten employees who coordinated the department's Career Exploration and Development Programs, Off-Campus Student Employment Programs, Co-op/Internship Programs, Full-Time/On-Campus Recruiting Programs, Alumni Services Programs, the Student/Alumni Computer Lab, and the National Testing Program. Interfaced with students, faculty, administrators and employers to promote the goals and objectives of the center. August 1992 - July 1998.

Service to University Community

- Retention Management Committee, Office of Enrollment Management, Saint Louis University, Spring 1997 - Summer 1998
- Co-Chair**,** Enrollment Management Subcommittee, Strategic Planning Theme Committee Four**,** Office of the Provost, Saint Louis University, Spring 1996
- Member, Subcommittee on Retention, Enrollment Management Task Force, Saint Louis University, 1994-1996
- Ad Hoc Academic Advising Committee**,** School of Business, Saint Louis University, St. Louis, Missouri, 1994
- Member, Director for Residential Programs Search Committee, Saint Louis University, 1998
- Member**,** Associate Vice President for Enrollment Management Search Committee**,** Saint Louis University, 1996, 1994
- Chair, Director**,** Busch Memorial Center Search Committee, Saint Louis University, 1995
- Member, Director of Residence Life Search Committee, Saint Louis University, 1993

Teaching Service

- Instructor, Career Decision Making, Saint Louis University, Fall 1997, Spring 1998

Assistant Director for Placement Services, Career Development and Placement Services, Saint Louis University, St. Louis, Missouri - Responsibilities: Assisted the director with procedure, budget, and staffing decisions; supervised five employees who assist with the coordination of the on-campus recruiting program, student and alumni credential file service, the publication of a weekly job vacancy bulletin - SLU Search, and the development and maintenance of an employer data base used to target, develop and maintain employer contacts; initiated and maintained an ongoing system for collecting and analyzing graduate follow-up data; matched student and employer needs to provide direct referral of student applicants to prospective employers; prepared brochures, flyers, and other correspondence designed to publicize office activities; advised students and alumni on job search skills and strategies; designed and delivered a variety of workshops on career development issues and job search skills and strategies; managed the office's computer systems and offered assistance to staff concerning the proper use of available software; oversaw daily office operations. June 1991 - August 1992.

Placement Services Coordinator, Career Development and Placement Services, Saint Louis University, St. Louis, Missouri - Responsibilities: Supervised four employees who assist with the coordination of the on-campus recruiting program, the student and alumni credential file service, and the publication of a weekly job vacancy bulletin; developed and maintained employer contacts; matched student and employer needs to provide direct referral of student applicants to prospective employers; developed and scheduled special events to designed to orient company representatives, faculty members, and students; advise students and alumni on job search skills and strategies; designed and delivered workshops and seminars on job search skills and strategies; oversee daily office operations. May 1989 - June 1991.

Job Readiness Training/Job Placement Specialist, Metropolitan Employment and Rehabilitation Services, St. Louis, Missouri Responsibilities: Instructed on-going class of 10-15 clients on Job Readiness topics; developed contacts with employers; matched employer and client needs to provide direct placement assistance for Job Readiness Training clients; managed client case files according to CARF standards; prepared case summary and recommendation reports for the Department of Vocational Rehabilitation; and designed, wrote and received funding for $70,000 grant for Supported Employment Program. October 1987 - May 1989.

Marketing Representative, Total Health Care, HMO, Centralia, Illinois - Responsibilities: Assisted in the development of marketing plans designed to target potential employer groups and physician members; made initial and follow-up contacts with potential employer groups and physician members; presented Total Health Care Plan to potential employer group decision makers. October 1986 - July 1987.

Placement Counselor/Graduate Assistant, University Placement Center, Southern Illinois University, Carbondale, Illinois - Responsibilities: Assisted with the coordination of the on-campus recruiting program;

developed and maintained employer contacts; advised students on job search skills and strategies and federal and state government employment opportunities; developed and organized follow-up data collection procedures; assisted in the organization of two annual Career Days; maintained veteran career information referrals; presented workshops and seminars on various job search skills and strategies topics; represented the Placement Office at various campus events. August 1984 - August 1986.

Testing Administrator, Testing Services, Southern Illinois University, Carbondale, Illinois - Responsibilities: Administered and proctored college level tests, such as the ACT, SAT, LSAT, MCAT, GRE, MPRE, MAT, CLEP, CBase, TOEFL, Illinois State Insurance Exam, and the Illinois State Nursing Exam. August 1984 - August 1986.

PROFESSIONAL ASSOCIATIONS

American College Personnel Association
Past Chair, Career Central at Convention, Baltimore 2011 ACPA Conference, March 2011
Chair, Career Central at Convention, Boston 2010 ACPA Conference, March 2010
Chair-Elect, Placement, Washington 2009, March 2009
Member, 2008-present

Kentucky Association of Colleges and Employers
Member, 06-present

National Association of Colleges and Employers
Member, 1992 - present
Member, 2005 Membership Development Task Force
Volunteer, Registration Committee, 1995 National Conference, Orlando, Florida
Graduate, Management Leadership Institute, University of Richmond, Richmond, Virginia, July 1994

Mountain Pacific Association for Colleges and Employers
Member 05 – 06
Coordinator, Regional Roundtable for New Mexico, 06 to present

Society for Human Resources Management
Member, 01 - 06

Rocky Mountain Association of Colleges and Employers
Member, 98-05
Database Coordinator, Registration Committee, 1999 Summer Conference

St. Louis Area Gateway Placement Association
Past President, 97-98
President, 96-97
President Elect, 95-96
Job Fair Worker Coordinator, 90, 91, 92

Midwest Association of Colleges and Employers
Co-Presenter, “Mixin’ and Mingling: Developing Networking Skills”, Annual Conference, 1997
Chair, Research Group, 97-98
Conference Co-Chair, St. Louis, Missouri, August 1996
Member, Technology Development Task Force, 96-97
Chair, Centralized Placement Group, 95-96

SPECIAL QUALIFICATIONS

- Certified Career Development Facilitator Trainer, National Career Development Association, June 2004
- Completed MBTI and Strong Interest Inventory Qualifying Class, October 2001

COMPUTER SKILLS

Symplicity, People Soft, Banner, MS Word, Access, Excel, Publisher, PowerPoint, Outlook, eRecruitng, Mulberry, Corporate Time, Smart Draw, Project Manager, Doodle,

HONORS

Recipient, American College Personnel Association, Presidential Citation for Meritorious Service to the Association, Spring 2009 Annual Conference, Boston, Massachusetts

Recipient, University of Louisville SUN Grant, $5000 Award to conduct research project on: "Critical Thinking in Choice of Academic Major: Career Exploration, Decision Making, and Clarity, January 2009

Recipient, Supervisor of Distinction Award for Staff as Students, Human Resources, University of New Mexico, 2002

Honorary Inductee, Golden Key National Honor Society, University of New Mexico, Albuquerque, New Mexico, Fall 2001

Recipient, Rehabilitation Practitioner of the Year, Greater St. Louis Chapter of the National Rehabilitation Association, 1989

REFERENCES

Available upon request