**Sauk Valley Community College**

**September 24, 2018**

**Action Item 4.2**

**Topic: Administrator Appointment – Student Support Services Project Director**

**Strategic Direction: Increase Academic Achievement – Objective 2.1 – Identify and remediate barriers to student success.**

**Presented by: Dr. David Hellmich and Dr. Steve Nunez**

**Presentation:**

 The College has been in the process of filling the Student Support Services Project Director position, which was advertised on-line on Sauk Valley Community College’s website, in Sauk Valley Media (the *Dixon Telegraph* and the *Daily Gazette*), on-line at *Indeed.com*, and on-line at *HigherEdJobs.com*. Twenty-five applications were received, and four candidates were interviewed. A committee was composed of Katherine Whittenberg, Joe Bright, Ron Hobson, Dr. Lori Cortez, and Janet Matheney. Janet, the Dean of Student Services, served as chair. Drs. Steve Nunez and David Hellmich met with the candidates.

*Academic background:* Sasha Logan is a graduate of Western Illinois University with a Master’s of Science in Instructional Design and Technology and a Bachelor’s of Science in Education. She earned her Associates of Arts from Kishwaukee College.

*Professional background:* Sasha is Sauk’s Academic Advisor for S.H.A.R.P. in the Academic Advising/Counseling Office and was the Testing Center Coordinator for seven years at SVCC.

 **Recommendation:**

The administration recommends the Board approve the appointment of Sasha Logan as the Student Support Services Project Director beginning October 1, 2018, at an annual salary of $55,000 pending grant approval.

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| Sasha Logan |  | sblogan@outlook.comCell: 815-677-12921203 E. 18th St.Sterling, IL 61081 |

September 10, 2018

Sauk Valley Community College

173 IL Rt. 2

Dixon, IL 61021

Dear Hiring Committee,

As a lifelong advocate for education, I was thrilled to see your posting for Student Support Services Project Director. I have recently completed my Master’s degree in Instructional Design and Technology. This educational achievement and my eight years of experience in higher education have given me the knowledge and opportunity to collaborate with many faculty, staff, and community members to assist students in meeting their educational goals. Throughout my Master’s program, I worked on projects to meet the educational needs of clients and utilize the information provided by subject matter experts. I believe the skills obtained from this experience will serve this position well when working with a wide variety of students across the campus community.

As a first generation student and community college graduate, I have an understanding and a commitment to serving students who can benefit from services, like TRIO. In my current position, I recruit and serve students that are similar to the Student Support Services Grant target population. Prior to this, I spent eight years as a department coordinator servicing a college population that is primarily first generation and low income. Throughout both of these experiences, I was able to provide direct services to students with disabilities. Assisting students with creating and achieving college goals, followed by graduation, and ultimately transferring to their next institution is a very necessary and rewarding experience.

In my previous position at Sauk Valley Community College, I worked closely with our administration as well as local business and education professionals in our community. Last year, I worked with our administration and Regional Office of Education to implement a Postsecondary and Workforce Readiness grant aimed at math remediation in six of our local high schools. Throughout my time at Sauk Valley Community College, I have been able to serve on a wide variety of committees and panels to assist our communities in with their educational needs. These committees and panels have included Title III grant, Illinois State Police Merit Board, ICCB GED transition, scholarships, and staff development.

I enjoy working with students to improve their educational opportunities and to meet the needs of the institution and local community. I believe this positon would allow me to use my knowledge and experience to continue assisting the students in the Sauk Valley in obtaining their educational goals. I welcome the opportunity to discuss my application with you and look forward to hearing from you.

Sincerely,

Sasha Logan

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| Sasha Logan |  | sblogan@outlook.comCell: 815-677-12921203 E. 18th St.Sterling, IL 61081 |
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| Summary |  |  | Higher Education professional with +8 years of experience running a fast-paced office. Organized, detail oriented, and adaptable in a supervisory office setting. Highly experienced with collaboration across departments and fields. Recently obtained Master’s Degree in Instructional Design and Technology |
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| Work History |  |  | **Sauk’s Holistic Advising & Retention Program Academic Advisor****(S.H.A.R.P.)**2018**Testing Center Coordinator****Sauk Valley Community College**2010 – 2018 | * Monitor academic and graduation progress, provide needs assessments, and implement proactive intervention strategies.
* Plan, lead and implement college-wide retention strategies such as welcome/success week, coaching/mentoring program, workshops.
* Document and maintain records of student contacts.
* Provide academic advising to S.H.A.R. P. students.
* Consult with S.H.A.R.P. students regarding academic problems or concerns and assist students in obtaining support to meet these specific needs.
* Assist students in selecting educational and career goals.
* Assist with outreach services to market and recruit S.H.A.R.P. participants.
* Select students for this program using metrics.
* Develop and document S.H.A.R.P. processes and procedures for annual reporting requirements.
* Administer the Ruffalo Noel Levitz College Student Inventory (CSI).
* Sort and review Ruffalo Noel Levitz CSI data.
* Develop, oversee, and evaluate operations, yearly goals, and annual budgets.
* Hire, train, supervise, and schedule testing proctors and work-studies.
* Coordinate and administer state and local testing.
* Maintain certifications and required documentation for testing programs.
* Collaborate with faculty, staff, and other institutions and businesses to provide testing services.
* Collaborate with faculty, staff, and administration to meet the testing needs of the institution and local community.
* Market testing services to local high schools, businesses, and community members.
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|  |  |  | **Substitute Teacher****Lee/Ogle Regional Office of Education**2009 – 2012 | * Provide instruction in all subject areas
* Provide a safe and productive learning environment
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| Committee Involvement |  |  | 2017-Current Student Services Leadership Committee2017-Current Single Parent Scholarship Committee2017 Title III Grant Panel2014-Current Staff Development Committee2013-2016 Illinois State Police Merit Board Testing Center Panel2013-2014 Illinois Constitution Exam CBT Transition Panel2012-2013 Illinois GED CBT Transition Committee |
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| Skills |  |  | Microsoft Office, software troubleshooting, distance learning, Canvas LMS, closed captioning, audio description, video production, teamwork, adaptability, communication, conflict resolution, and time management |
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| Education |  |  | **Western Illinois University**2014 – 2017**Western Illinois University**2007 - 2009 | Master of Science, Instructional Design and TechnologyBachelors of Science, Education |
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|  |  | **Kishwaukee College**2004 – 2006 | Associates of Arts  |