

Sauk Valley Community College
July 22, 2024

Action Item 5.4

Topic: Administrator Appointment – Director of Admissions and Academic Advising

Mission: Sauk Valley Community College is dedicated to teaching and scholarship while engaging the community in lifelong learning, public service, and economic development.

Presented by: Drs. David Hellmich and Jon Mandrell

Presentation:

The administration has been in the process of hiring a Director of Admissions and Academic Advising. The position was advertised on-line on Sauk Valley Community College's website, *Indeed.com*, Chronicle of Higher Education, *HigherEdJobs.com*, and in Sauk Valley Media (the *Dixon Telegraph* and the *Daily Gazette*). The College received ten applications, and four candidates were invited for an interview. A committee was composed of Sarah McFarlane, Dakota Geesey, Jessica Wilkin, and Emily Zimmerman. Joe Strabala-Bright, Dean of Student Services, served as Chair.

Academic Background: Mandy Aldridge has a Master of Arts in Psychology from the University of the Rockies and a Bachelor of Arts in Social Science from Ashford University.

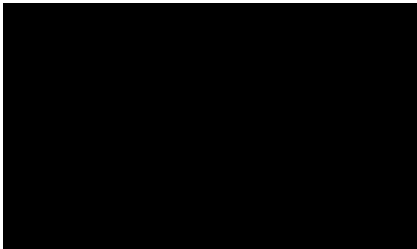
Professional Background: Mandy has been employed at SVCC since August 2014 as an Academic Advisor, Veteran Representative, and Principle Designed School Official. She was a Registrar Advisor and a Designated School Official for Ashford University for seven years.

Recommendation:

The administration recommends the Board approve the appointment of Mandy Aldridge as the Director of Admissions and Academic Advising beginning July 22, 2024, at an annual base salary of \$75,524.80.

Mandy Aldridge

Director of Admissions and Academic Advising



Dear Sauk Valley Community College Selection Committee,

I am writing to express my enthusiastic interest in the Director of Admissions and Academic Advising position at Sauk Valley Community College. With seventeen years of experience in higher education, including a decade of service in the Student Services Department at SVCC, I am eager to bring my skills and dedication to the role.

During my tenure at SVCC, I have had the privilege of working in various capacities, including as an Academic Advisor, Veteran Representative, Principal Designated School Official, HOUSE Liaison, and Drug-Free Schools Liaison. These roles have equipped me with a comprehensive understanding of student services and a deep appreciation for the positive culture at SVCC.

I am particularly drawn to the opportunity to lead the Admissions and Academic Advising department, as I am passionate about recruitment and retention strategies for both students and employees. My experience in planning and organization, coupled with my proficiency in technology and software systems utilized at SVCC, positions me well to contribute to the department's success.

I am well-versed in state and Federal reporting requirements and have a strong track record in policy enforcement. I am committed to continuous learning and growth, and I am excited about the prospect of further developing my leadership skills in this role.

Sauk Valley Community College has played a significant role in shaping my life and career, and I am eager to give back to the college that has provided me with so many opportunities. I am confident that my training and skills will enable me to contribute to the college's mission and ensure the continued success of the Student Services department.

Thank you for considering my application. I look forward to the possibility of contributing to the thriving Student Services Department at Sauk Valley Community College in a new role.

Sincerely,
Mandy Aldridge

Mandy Aldridge

Director of Admissions and Academic Advising



Mandy.m.aldridge@svcc.edu



815.761.9310



linkedin.com/in/



Qualifications and skills

Collaborative Interpersonal Skills
Organized Analytical
Lifelong learner, Proficient in Microsoft Office Suite and Campus Management Software including Banner and Campus Vue. Data Management, Higher Education Compliance, Student Retention, Policy compliance, state and Federal reporting



How I can add value

Dedicated, experienced, and uniquely qualified higher education and student affairs professional, actively seeking opportunities for growth and development in higher education administration within the Student Services division of SVCC



PROFESSIONAL EXPERIENCE

Academic Advisor, Veteran Representative, Principal Designated School Official

Sauk Valley Community College ~ Dixon, IL
August 2014- Present

- Provide academic planning services related to all degree and certificate programs offered by SVCC.
- Provide career advising services in order to assist students in the process of matching their goals, interests, and values to a future career path.
- Offer transfer advising to all students seeking to transfer to other institutions to continue their educations and to promote lifelong learning.
- Provide personal, social, cultural, and life transition advising to students in need of assistance in adjusting to college life, or who need other types of support.
- Provide college search and selection advisement to students to facilitate a college selection decision making process that incorporates the interests, needs, goals, and financial situation of each individual student.
- Provide dual credit admission and early advisement services to SVCC Academy participants and all high school students within SVCC's district.
- Provide targeted Veteran student advisement to all identified Veteran students.
- Provide workforce preparation advisement to facilitate student awareness of local and national employment demands and trends.
- Assist students in the process of selecting career paths that best meet their needs and goals for the future.
- Provide placement services to students to ensure appropriate course selection and enrollment.
- Act as liaison between the Department of Homeland Security and SVCC.
- Advise F-1 international students on immigration and regulatory issues from initial contact through graduation.
- File and ensure approval of 1-17 recertification package to ensure compliance with federal regulations which allow the college to host F-1 visa holding international students via accurate supporting evidence and data reporting to the Department of Homeland Security
- Coordinate Drug Free School and Communities Acts compliance, including writing a biennial review for Federal reporting purposes
- Serve as the HOUSE Homelessness Liaison for SVCC to connect unhoused students with appropriate resources and ensure regulatory compliance with associated legislation including state reporting

Adjunct Instructor

Sauk Valley Community College ~ Dixon, IL

August 2016-Present

- Instructor for FYE 101: First Year Experience in both in-person and online formats
- Instructor for CSS 100: College Study Skills in both in-person and online formats
- Instructor for CSS 110: Career Exploration & Planning
- Instructor for PSY 103: Introduction to Psychology

Registrar Advisor & Designated School Official

Ashford University ~ Clinton, IA

Aug 2007 – Aug 2014

- Advised campus-based U.S. and international F-1 visa students from initial contact through graduation.
- Maintained compliance with institutional policy and federal regulations.
- Provided FERPA and other policy guidance to both internal and external stakeholders in compliance with Federal regulations.
- Tracked the degree progress of all undergraduate students in order to assist with timely graduation schedules.
- Collaborated with academic deans to create and distribute term class schedules.
- Developed and presented F-1 international student orientations to facilitate regulatory compliance.
- Attended ongoing training through regional and national conferences such as NAFSA, AACROA, and Campus Management Corporation.
- Managed international student area budget
- Trained and supervised student workers for the department

EDUCATION

Master of Art in Psychology

University of the Rockies, Colorado Springs, CO July 2012

Bachelor of Arts in Social Science

Ashford University, Clinton, IA May 2007

Associate of Arts in Education

Sauk Valley Community College, Dixon, IL May, 2005

Professional Development and Certifications

- National Advocate Credential 2018-Present
- Mental Health First Aid 2015-Present

Presentations

Curricular Practical Training: An Institutional Perspective March 2014
Presented to The Midwestern Association of Colleges and Employers

References

Joe Strabala-Bright, Dean of Student Services, Sauk Valley Community College. Ph: 815-835-6305 Email: joe.a.bright@svcc.edu

Dianna Brevitt, Professor, Radiologic Technology, Sauk Valley Community College. Ph: 815-835-6362. Email: dianna.h.brevitt@svcc.edu

Jennifer Schultz, Director of Financial Aid and Benefits Navigator,

Sauk Valley Community College. Ph. 815-835-6405. Email:
Jennifer.a.schultz@svcc.edu
