

Qualifications and Responsibilities of SCC Student Services Personnel

Name	Position Title (Job Description)	Degrees	# Years Experience		Relevant Experience & Qualifications (Resume & Job Coaching)
			Total	SCC	
Instruction & Student Services					
Couch, Gene	Vice President for Instruction and Student Services • Job Description	AAS - Radiologic Technology BS – Allied Health MAEd - Educational Administration EdS – Educational Administration-Two Year College Ed.D - Educational Leadership	20+	20	SCC experience as an instructor and program director in the Radiography Program, chair of the health sciences division, Associate VP for Program Development, VP for Instruction Services, and VP for Instruction & Student Services. • Resume • 2005 Job Coaching
Student/Enrollment Services					
Weast, Philip G.	Dean, Student/Enrollment Services • Job Description	BS – Biology, Teacher Education MA – Student Personnel, Counseling Ed.D – Higher Education Administration	29+	2+	All experience is as a student affairs/student services professional in 4-year & 2-year colleges, public and private; numerous training workshops; community service • Resume • 2005 Job Coaching
Chadwick, Matthew	Admissions Officer, Student/Enrollment Services • Job Description	BA - Music Business MPM - Project Management	6	1+	Assistant Director of Admissions at Western Carolina University; Graduate of Leadership Jackson Institute. • Resume • 2005 Job Coaching
Deaver, Christy	Registrar, Student\Enrollment Services • Job Description	AA – College Transfer BS – Communications(Public Relations) MAED – 2 Yr College Administration	8	8	Previous experience at SCC in admissions • Resume • 2005 Job Coaching

Gibson, Sheila	Part-Time Evening and Weekend Administrative Assistant, Student\Enrollment Services • Job Description	BS - Business(Marketing)	9.5	.5	Financial Aid Office experience and working with the public
Gregory, Suzanne	Financial Aid Officer, Student\Enrollment Services • Job Description	AA - College Transfer	25	4	18 years in higher education; 7 years in corporate finance; NCASFAA & SASFAA annual training; Notary Public License; Child Care Certification • 2005 Job Coaching
Herbst, Linda K.	Administrative Assistant, Student Records, Student\Enrollment Services • Job Description	AAS - Administrative Office Tech. BS - Human Services	5	.5	Experience in community colleges, community service and student information systems • Probationary Evaluation
Lawrence, Melody	Financial Aid Director, Student\Enrollment Services • Job Description	AA - Liberal Arts BA – English MBA - Business Administration	27	5	22 years in corporate finance and banking; NCASFAA & SASFAA annual training; NCASFAA and SASFAA-- New Aid Officers Workshops; National Council of Student Development—Leadership Institute; Appalachian State University and McGraw-Hill Higher Education—Forum for Student Success and Academic Change • Resume • 2005 Job Coaching
Pollock, C. Fairley	Student Services Coordinator – Macon Campus, Student\Enrollment Services • Job Description	BA – Psychology MAED - Educational Administration	5	.5	Experience in enrollment counseling, admissions, recruiting, and community liaison; Coursework in adult education; pursuing Ph.D. • Resume • Probationary Evaluation

Reed, Karen	Administrative Assistant, Admissions, Student\Enrollment Services • Job Description	AAS - Health Information Technology	6+	3	Experience in office management and working with the public; Numerous hours in office system technology courses; Pursuing BA degree • 2005 Job Coaching
Rogers, Barrie L.	Career Counselor, Student Activities Advisor, Student\Enrollment Services • Job Description	BS – Communications MS - Human Resources Counseling	8	2+	GCDF- Global Career Development Certification; Myers-Briggs Certification; experience in job, employment and vocational counseling; pursuing PhD. • Resume • 2005 Job Coaching
Setser, Catherine	Administrative Assistant, Financial Aid, Student\Enrollment Services • Job Description	AAS - Information Systems	4	2	Experience in accounting, database maintenance, tech support with training completed in Networking, Computer Repair, Web Design, MFCI and CTI. • 2005 Job Coaching
Smith, Jan	Testing Coordinator/ Enrollment Counselor, Student\Enrollment Services • Job Description	BS - Health and Physical Education MAED - Student Personnel in Higher Ed	27	27	Coursework in computer literacy, word processing and social psychology • Resume • 2005 Job Coaching
Student Support Services					
Contino-Conner, Cheryl	Director, Student Support Services • Job Description	BSED - Education MBA – Business Admin MAED – 2 Yr College Administration	22	15	Dept. of Education Project Directors' Training; Project and Budget Management Institute for TRIO Professionals; Carolina Alliance for Transfer Students' Transfer Advisory; Numerous workshops • Resume • 2005 Job Coaching

Buck, Peter	Counselor, Student Support Services <ul style="list-style-type: none">Job Description	BA – Liberal Arts MA - Community Agency Counseling	8	4+	North Carolina Licensed Professional Counselor #2859; Nationally Certified Counselor #35575; Counseling experience; training in stress and anger management and in student learning and retention <ul style="list-style-type: none">ResumeNC Professional Counselor License2005 Job Coaching
Butler, Laurie	Administrative Assistant, Student Support Services <ul style="list-style-type: none">Job Description	AA - Office Systems Technology	14	14	Business classes at Western Carolina University – 12 hours completed; Word 2000 Microsoft Office Specialist <ul style="list-style-type: none">2005 Job Coaching
Hunter, Marti	Tutor Coordinator, Reading Specialist, Student Support Services <ul style="list-style-type: none">Job Description	BS - Elementary Education MED - Education/Reading Specialist	14+	7+	Reading Specialist Certification; Developmental Education Specialist; Literacy South Portfolio Assessment Project; Kellogg Institute graduate; Pursuing Ed.S. in Developmental Education <ul style="list-style-type: none">Resume2005 Job Coaching