

K. Wade Oliver

898 Gunston Court, Newport News, VA 23608 - Home: (757) 877-0521 - Work: (757) 594-8535 – Email: wade.oliver@cnu.edu

EDUCATION

M.S. Instructional Technology – Utah State University 2004

B.S. Sociology – University of Utah 2000

A.S. Speech Communication – Salt Lake Community College 1995

A.S. General Studies – Technical Theater Emphasis – Salt Lake Community College 1995

RELATED EXPERIENCE

(November 2006 – Present)

Christopher Newport University – Director of Academic Advising

- **Lead the University advising effort and represent CNU** advising both within and without the University by establishing a vision and philosophy of advising and by establishing a thorough assessment plan based on measuring outcomes.
- **Direct the Academic Advising Center** which includes establishing appropriate operating procedures, hiring, training and supervising of staff, providing appropriate professional development and **managing a budget of over \$500,000**. The Academic Advising Center staff consists of three full time professional academic advisors, a full time professional Coordinator for Students with Disabilities, a full-time office assistant and several student workers.
- **Transitioned University advising from a Supplementary Model to a Split Model** with the expansion and re-focus of the Academic Advising Center on providing Undecided Students with appropriate support.
- **Transitioned the Academic Advising Center from a limited support role to a full-service Academic Advising Center for Undecided Students** which included the hiring of two additional full-time professional advisors.
- **Oversee the Office of Disability Support Services** which provides students who have disabilities with the necessary tools, reasonable accommodations and support services to participate fully in the academic environment.
- **Develop, oversee and implement Academic Advisor Training** as needed including sessions for new faculty advisors, orientation advisors and supporting the faculty Master Advisor program.
- **Serve on several University committees** including the First Year Coordinating Committee, New Student Orientation Committee, University Curriculum Committee, Undergraduate Degrees Committee, Academic Status Committee and the Faculty Advising Committee.
- **Work directly with several University offices and administrators** including the Provost's Office, Academic Deans, Registrar, Dean of Admissions, Dean of Students, Student Affairs VP and Facilities Management along with many others.
- **Advise students who have not yet declared a major** by assisting with career exploration and course selection.
- Oversee several **programming initiatives for student having academic difficulty** including workshops and other communication for probation students and the **Instructor Referral Form program** which checks in and follows up with students for whom faculty have academic concern.
- **Coordinate all academic advising during New Student Orientation** sessions which includes recruiting, training and tasking over 60 faculty and professional advisors.
- **Regularly communicate with many stake holders including students, faculty, staff, and administrators.**
- **Teach COLL 150 *The Intentional Learner***, a course for students on Academic Probation.

(November 2000 – November 2006)

Utah State University – Assistant Director, University Advising and Transfer Services (formerly Advising and Transition Services)

- **Assisted the Director of University Advising and Transfer Services** as needed and assigned including, but not limited to, attending committee meetings, advisor training, and the nomination of institutional award winners for national awards.
- **Served on the Academic Action Readmission Committee and advised all provisionally readmitted students.**
- **Coordinated the Peer Advising Program**, which included the hiring, training, motivating and coordination of up to 40 peer advisors who are placed in the colleges and departments of the University and **managed the budget**.
- Served as the **parent liaison** which included planning and **conducting the Parent Orientation program during New Student Orientation (SOAR)**, as well as the development of the **Monthly Aggie Update Parent Newsletter and Parent & Family Website** (<http://www.usu.edu/parents>).

RELATED EXPERIENCE (continued)

- **Created and maintained all University Advising and Transfer Services web sites.**
- **Implemented and Managed the Graduation Guarantee Program.**
- **Represented USU on the Governing Committee of the Utah Advising and Orientation Association.**
- **Served on the Assessment of Advising Committee, First Year Experience committee and as a member of the planning committee for the USU 1010 “University Connections” first year experience course.**
- **Served as an instructor - USU 1010 “University Connections” first year experience course as well as a student leadership course (i.e. MHR 2160 – Student Applied Leadership).**

(September 1997 – October 2000)

Salt Lake Community College – Coordinator, Answer Center/New Student Orientation

- **Coordinated the nationally award winning Answer Center Program of the Academic/Career Advising department, which included one-on-one advising of students regarding academic and career goals, and the management of the First Step New Student Orientation program.**
- **Hired, trained and supervised all Answer Center staff including full-time, part-time and students.**
- **Managed multiple budgets.**
- **Coordinated the Peer Advising Program.**
- **Advised a diverse group of students regarding their educational plans.**
- **Coordinated multiple responsibilities including various committee work.**
- **Interpreted placement test results for math and reading comprehension.**
- **Served on various institutional administrative and program committees.**
- **Represented SLCC in the Utah Advising and Orientation Association.**
- **Developed countless multimedia workshops/seminars, publications, and advising tools.**
- **Effectively referred students to appropriate services.**
- **Served for three years as club advisor for Circle K International (later Students Offering Service).**

(September 1995 – September 1997)

Salt Lake Community College – Enrollment Specialist

- **Presented new student orientations and advised students & potential students one-on-one regarding the enrollment process and their academic and career goals.**
- **Interpreted placement test results.**
- **Assisted the Coordinator with programs such as Peer Advising, and New Student Orientation.**
- **Effectively referred students to appropriate services.**

(July 1991 - September 1995)

Salt Lake Community College - Orientation Leader

- **Presented new student orientations & interpreted placement test results.**
- **Advised students & potential students regarding the enrollment process.**
- **Actively involved with computer development in the Academic Advising Office.**
- **Effectively referred students to appropriate services.**

(July 1991 - January 1995) Promised Valley Playhouse - Stage Manager/Stage Crew

(May 1991 – November 1992) Superior Soft Water – Warehouse Manager

(Aug. 1987-Dec. 1988 & Jan. 1991-Jan. 1992) Kmart Corporation - Warehouse Assistant - Customer Service

(Dec. 1988 – Dec. 1990) Church of Jesus Christ of Latter-day Saints – Full Time Missionary Kentucky, Ohio, Indiana

AFFILIATIONS, AWARDS AND OTHER PERTINENT INFORMATION

National Academic Advising Association (NACADA)

- **Actively involved in NACADA since 2000.**
- **Served on 2002 national conference committee as chair of the publication awards.**
- **Have presented the following concurrent sessions at regional and national NACADA conferences.**
 - **Measuring Advisor Success: An Attitude of Service – Sedona, AZ (2003 Regional) – Dallas, TX (2003 National) - St. George, UT (2004 Regional) – Las Vegas, NV (2005 National) - Indianapolis, IN (2006 National)**
 - **Student Motivation: Applying the ARCS Model to Academic Advising – St. George, UT (2004 Regional) – Cincinnati, OH (2004 National) – Indianapolis, IN (2006 National) – Baltimore, MD (2007 National)**

AFFILIATIONS, AWARDS AND OTHER PERTINENT INFORMATION (continued)

- Graduate in Four Years. Guaranteed! A discussion about the Graduation Guarantee Program at Utah State University. – Las Vegas, NV (2005 National)
- The Answer Center: Creative Strategies for Orienting Students – Ogden, UT (1999 Regional).

Utah Advising and Orientation Association (UAOA)

- **Organized the creation of the UAOA in 1999** which sponsors and organizes an annual conference attended by over 200 academic advisors and orientation personnel from across the state of Utah.
- Served as **Charter President** of the organization during 1999-2000.
- Served as the SLCC or USU **representative on the Governing Committee** many times since 1998.
- Have **presented the following concurrent sessions** at annual UAOA/Utah Advising conferences.
 - Student Motivation: Applying the ARCS Model to Academic Advising – Park City, UT (2005)
 - Graduate in Four Years. Guaranteed! A discussion about the Graduation Guarantee Program at Utah State University. – Park City, UT (2005)
 - From Chalkboards to Computers: The Evolution of Presentation Technology – Park City, UT (1997)
 - First Step Orientation: Getting Started at SLCC - Park City, UT (1995)

Speeches/Workshops/Seminars/Courses

Keynote Speaker – Northern Arizona University Advising Conference – Flagstaff, Arizona 2007

Keynote Speaker – Utah TRIO Program/ASPIRE Conference - Logan, Utah 2006

NACADA & UAOA – Regularly submit and present at professional conferences.

Bridgerland Applied Technology College – Adjunct Instructor Business Department “This is a Computer”

USU Summer Citizens Instructor – Beginning Photo Editing and Beginning Website Design

USU SOAR/A-Team Student Facilitators – Personality type workshop.

Student Mentorship/Leadership

Peer Advising Program – Train and mentor student Peer Advisors at USU 2000-2006

University Connections USU 1010 – Instructor and Mentor for freshmen students at USU 2001-2004

Students Offering Service (SOS)/Circle K International – Advisor for student club at SLCC 1996-2000

Brains of Steel – Counselor/Mentor for at-risk student program at SLCC 1997 & 1998

Awards

- **Scholar of the Year** – Utah State University Instructional Technology Department 2005.
- **Best in Region** – National Academic Advising Association, for presentation entitled “Measuring Advisor Success: An Attitude of Service” – Presented and won in consecutive years in Sedona, Arizona 2003 and St. George, Utah 2004.
- **Outstanding Professional Award** - Salt Lake Community College 1998.
- **Outstanding Staff Award** - Salt Lake Community College 1998.
- **Outstanding Advisor Award** - Student Association of SLCC, for work as faculty advisor with Circle K International (later known as Students Offering Service), a student club devoted entirely to community service 1998.
- **Outstanding Service Award** for service in Academic Advising at SLCC 1991-94.

Career & Personality Assessment Qualifications

- Completed formal training to administer and interpret the **Campbell Interest and Skills Survey** career assessment in 1997.
- Completed formal training to administer and interpret the **Myers Briggs Type Indicator** personality inventory in March 2005.

FYI Speaker Series

Conceived and developed the **FYI Speaker Series** at SLCC which covered student success issues. This program eventually grew into the course **LE 1900 Making Campus Connections: Career and Personal Development**.

Grants

Researched, prepared and was awarded two consecutive (1997 & 1998) SLCC Staff Professional Development (SPD) Grants to enhance the First Step Orientation with presentation and education technology.

AFFILIATIONS, AWARDS AND OTHER PERTINENT INFORMATION (continued)

Author

Ringneck Doves: A Handbook of Care and Breeding – Published May 2005 – ISBN 0-9768030-0-3

NOTABLE SKILLS

Significant Public Speaking Experience

Computer Application Experience

Microsoft Office (Word, Excel, PowerPoint, Access, etc.), Corel WordPerfect, Adobe PhotoShop, Adobe InDesign, Adobe PageMaker, Macromedia Dreamweaver, QuestNet+ Authoring System and many others including SIS Plus and Banner student information systems. Significantly computer literate, able to learn new software quickly.