

VELMA STOKES BURDEN, EdD

5197 Waycross Rd, Magnolia North Carolina

Telephone No: (912) 690-3085(C) (912) 478-0663 (W)

Email: vburden@georgiasouthern.edu

August 13, 2018

Division of Human Resources
University of North Carolina Wilmington
601 South College Road
Wilmington, NC 28403-5960

Dear Selection Committee:

I am writing to express my interest in the Registrar position at University of North Carolina Wilmington. Having worked in higher education administration in several student and academic service areas, I believe my experience would enable me to serve very effectively in this position.

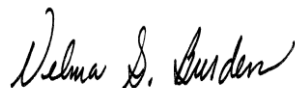
My qualifications include experience in higher education operations, personnel management and leading student retention. With over twenty years as a college administrator my experience has allowed me to work effectively with faculty and staff from multiple disciplines and functions across the university.

Currently, I serve as the University Registrar at Georgia Southern University with oversight responsibility in providing direction and coordination of many persistence initiatives. My efforts have had a meaningful impact on student services, software implementations, strategic assessment and planning while addressing student and advisor needs.

I am a highly motivated person, possessing a strong willingness to learn new challenges by engaging in collaborative national innovation initiatives. As a North Carolina native, I would enthusiastically welcome the opportunity to speak with you regarding this position.

Thank you for your time and consideration and I look forward to hearing from you. If I need to provide any additional information to support my candidacy, please feel free to contact me at (912) 690-3085 (C) or (912) 478-0663(W).

Sincerely,



Velma Burden

VELMA STOKES BURDEN, Ed.D

8115 Gresham Trace Lane Raleigh NC 27615

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Email: vburden@georgiasouthern.edu

CAREER OBJECTIVE

To maintain a position that requires leadership, challenge, personal development and commitment.

EDUCATIONAL BACKGROUND

Georgia Southern University – Doctorate of Education, Educational Administration

Ohio University - Master of Education, Higher Education Administration

Winston Salem State University - Bachelor of Arts, Sociology

North Carolina Teacher's Certificate

QUALIFICATIONS

Innovative, entrepreneurial and visionary leader, recognized as a strategic thinker and planner. Proven experience leading initiatives and influencing change that support institutional goals, including student advising, development and support; assessment of learning outcomes; system administration and operations; planning and budgeting.

Demonstrated experience in accreditation and self-study processes and the development of positive and productive relationships with faculty, staff and students.

EMPLOYMENT EXPERIENCES

08/2011-Present Georgia Southern University, Statesboro, Georgia Office of Registrar,

University Registrar

- Responsible for the leadership & oversight of all activities related to the Registrar's Office. Including systems and technologies used throughout the university.
Serve as the official authorized keeper of the university's student records.
- Develops strategy-collaborating with colleagues, including deans and faculty members, to implement administrative processes, policy and systems that facilitate the success of students and professors and advance the University's mission and its academic, financial, and strategic plans.
- Make decisions with sound research and data, assessing and anticipating future needs in budget, staffing, and technology, and planning to meet or mitigate them.
- Manages risk-ensuring compliance with federal, state, agency, organization, and University laws and regulations; protecting privacy and confidentiality of student education records.
- Provide direction in developing the University's calendar, reports and data mining.
Represent the University at professional conferences and other gatherings; serving as an authority on registrar-related issues at the state and national levels.
- Manage an annual budget of over \$3 million dollars and student revenue agency account of \$600,000.

01/99- 07/2011 Georgia Southern University, Statesboro, Georgia, Office of Registrar

Assistant/Associate Registrar for Technology/Student Records

- Gave direct support to the Registrar in the overall management of the Graduation and Records areas.
- Project Leader for Curriculum Advising and Program Planning (CAPP) module.
- Managed the Graduation Budget. Determined Graduation eligibility for students.
- Assisted with coordination of Commencement Ceremonies.
- Created and ran various reports using Crystal and ReportSmith.
- *Responsible for assigning access in Banner Student Information System*
- Approved transient request, evaluated transfer credit, Responsible for NCAA compliance report.
- Advised students regarding academic standing, readmission, student records and proficiency exams.
- Adjunct instructor: Georgia Southern University Orientation Class
- Manage 12 staff members.

University of North Carolina at Greensboro, Greensboro North Carolina, Student Academic Services

Assistant/Associate Director for Operations

- Direct management support to the Director of Student Academic Services - Supervised 7 staff members.
- Responsible for day-to-day administrative operations including budget, personnel, office management.
- Administrative support functions (i.e. major changes, transfer credit, academic progress, student exception to policies degree audit, graduation clearance and retention initiatives).
- Computing and Information Systems liaison. Member of the BANNER Software implementation Team.
- Interpreted and applied university policies and procedures involving budget and personnel related matters.
- Adjunct Instructor: University Orientation course for 1 and 3 credit hours.

Ohio University, Athens, Ohio, Office of Registrar

Assistant Registrar for Student Records

- Key person in the debugging, training and implementation of a new software system - American Management System Software (AMS).
- Coordinated and managed the faculty grade reporting, graduation and transcript process. Managed the enrollment verification process including athletic eligibility.
- Schedule office calendars and supervised the budget. Supervised 14 staff members.
- Advised Registrar on matters related to all areas within the Registrar's office.

Tennessee Technological University, Cookeville, Tennessee, Office of Registrar

Assistant Director, Records and Registration

- Supervised the work of 13 records clerks and graduation analyst.
- Veteran Administration claimant's adherence to VA Requirements.
- Analyzed student records for degree requirements. Evaluated student transcripts to determine transfer credits from academic institutions, special examination and military service.
- In absence of Registrar attended meetings, advised staff and responded to inquiries, resolved problems.
- Coordinated production of reports and registration materials with Computer Center personnel. Maintained database for TTU catalog file in compliance with State Board of Regents.
- Wrote datatrieve programs to provide list and labels for administrative offices and departments.
- Responsible for training staff for new software implementation. Installed Information Associates Software (IA).

NC Treasury Department, Raleigh, North Carolina

Accounting Clerk

- Researched and corrected member's accounts for the State and Local Retirement System.
- Liaison to the computer programmers while implementing data to computers.
- Processed application for withdrawal of refund contribution.

PROFESSIONAL AFFILIATIONS

American Association Collegiate Registrars and Admissions Officers (AACRAO), Honors Day Committee
Enrollment Management Committee, Statesboro Parks and Recreation Advisory Committee
Professional Development Council, Southern Association of Colleges and Schools (SACS) Compliance Certification Team,
Human Resources Advisory Committee.

ADDITIONAL EXPERIENCE

Microsoft Office, Banner, Application Xtender Imaging System, Degree Works, Courseleaf, Database Management