

# Paul Giberson

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## EDUCATION

**Ph.D.**, Higher Education and Student Affairs Leadership, University of Northern Colorado (expected completion, May 2019)

**Masters of Science**, Student Affairs in Higher Education, Colorado State University, May 2005

**Bachelor of Arts**, Kinesiology, Western State Colorado University, May 2001

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## COURSES TAUGHT

Research Portfolio

Practicum in Higher Education

Leadership as Life

University Experience

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## ONLINE TEACHING EXPERIENCE

**Student Affairs in Higher Education (SAHE): EDRM 698 – Research Portfolio**

*August 2012 - Present*

*Student Affairs in Higher Education Masters Program, Colorado State University – OnlinePlus*

- Four-semester course (one credit per semester) for up to 40 graduate students, assisting with portfolio development
- Design lesson plans re: portfolio and degree requirements, career planning, goals development, learning outcomes, practicums, internships, and program competencies
- Grade reflection papers, goal assignment, and discussion posts

**Student Affairs in Higher Education (SAHE): EDUC 686 – Practicum in Higher Education**

*August 2013 – Present*

*Student Affairs in Higher Education Masters Program, Colorado State University – OnlinePlus*

- Oversee practicum requirements for the Online SAHE program
- Assist students to brainstorm, develop, complete two 60-hour practicum experiences, and complete practicum reflection papers

**Student Affairs in Higher Education (SAHE): Academic Coach for Online SAHE Students**

*August 2012 – 2017*

*Student Affairs in Higher Education Masters Program, Colorado State University – OnlinePlus*

- Work one-on-one with students in program planning and degree completion
  - Assist students in their transition to an online masters degree and completing required paperwork
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## ON-GROUND TEACHING EXPERIENCE

**Student Affairs in Higher Education (SAHE): EDRM 698 – Research Portfolio**

*August 2011 – May 2012*

*Student Affairs in Higher Education Masters Program, Colorado State University, Fort Collins, CO*

- Co-taught this course for 20 graduate students over two semesters
- Design lesson plans re: portfolio development, program competencies, career planning, and graduate school requirements
- Graded reflections assignments each semester

**Student Affairs in Higher Education (SAHE): EDUC 686 – Practicum in Higher Education**

*August 2013 – Dec 2013*

*Student Affairs in Higher Education Masters Program, Colorado State University, Fort Collins, CO*

- Provided guidance and oversight re: practicum requirements for residential SAHE program
- Provide feedback on final practicum reflection paper

**President's Leadership Programs (PLP): Leadership as Life**

*August 2007 – May 2012*

*Student Leadership, Involvement, and Community Engagement, Colorado State University, Fort Collins, CO*

- Planned a two-semester (32-week) two-credit course on leadership development for sophomores and juniors
- Developed and facilitated lesson plans focused on leadership practice and theory, social justice, and self-exploration
- Coordinated and oversaw a one-semester internship for students in for-profit, non-profit, educational, and political organizations

**First-Year Student Success: ASC 1000 –University Experience**

*August 2001 – May 2003*

*First-year Experience, Florida Institute of Technology, Melbourne, FL*

- Planned and oversaw a one-semester course introducing students to academic skills and social preparedness
- Graded assignments related to the student transition process
- Met one-on-one with students to discuss successes and challenges related to college life

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## COMMITTEE SERVICE

*Western Retention and Graduation Committee*, May 2107 - present  
*SophoMORE Transition Committee*, March 2015 - present  
*Master Teachers Initiative*, Co-chair, August 2011 - 2014  
*Learning Communities Assessment Group*, January 2011 - 2014  
*Online Orientation Development Committee*, Chair, February 2011 - 2014  
 Center for Advising and Student Achievement *Sustainability Committee*, Chair, February 2011 - 2014  
*Transfer Student Experience Committee*, Co-chair, August 2010 - 2014  
 Student Affairs in Higher Education *Masters Program Faculty*, August 2012 - Present  
*Multi-Institutional Study of Leadership Committee*, September 2009

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## PROFESSIONAL EXPERIENCE

### Associate Director for Residence Life and Conference Services

*August 2016 – Present*

*Residence Life, Western State Colorado University, Gunnison, CO*

- Plan and develop on-line housing application processes, contracts, furniture inventory, and damage assessments.
- Maintain housing database and process in Banner and StarRez and coordinate with IT to make sure all processes run appropriately.
- Coordinate with IT and the Cashier to ensure student billing is processed in accordance with housing policies.
- Create and run reports as needed on occupancy, inventory, conduct, etc.
- Oversee all aspects related to conference services operations including client management, building usage, scheduling and room assignments, on-site logistics, etc. for on and off-campus clients.
- Serve as the primary contact for contracts, prospective clients, group billing, and accounts payable and receivable.
- Supervise Conference Service intern(s) and Summer Conference Student Assistants.
- Supervise the Administrative Assistant for Residence Life and assist with work-study supervision and training.
- Perform on-call duty as necessary.
- Oversee the online work order system ensuring work orders are completed in a timely fashion.
- Communicate with incoming students and family members concerning housing assessments, room changes, contracts, and work orders.

### Regional Director, Recruitment and Promotions

*May 2015 – Present*

*Admissions, Western State Colorado University, Gunnison, CO*

- Develop, implement, and manage recruitment strategies for the Western Slope and out-of-state territories based on past efforts, current data, market segmentation, and institutional targets.
- Manage assigned territory covering all aspects of promotions, marketing, and recruiting while focusing on prospective students, parents, alumni, and various community organizations and businesses.
- Attend college fairs, facilitate high school visits, and promote Western at community events within assigned territory.
- Develop quarterly territory management plans outlining goals and measures.
- Use computerized databases and CRM tools to engage with prospective students, parents, counselors, and alumni.
- Connect with and build relationships with counselors, faculty, and administrators at high schools and community colleges to advance the University brand.

### Senior Admissions Counselor, Transfer Coordinator

*March 2014 – April 2015*

*Admissions, Western State Colorado University, Gunnison, CO*

- Developed, implemented, and managed transfer student recruitment strategies based on past efforts, current data, and national best/unique practices that align with university goals and outcomes.
- Used computerized databases and CRM tools to develop new and innovative solutions for client relations.
- Implemented and coordinated a transfer student communication plan taking into account the unique needs of the population, as well as developed and managed a communication plan specific to community college counselors and administrators as a means to maintain and grow relationships
- Assisted with the development of new transfer student scholarships, increasing the merit based aid including the introduction of a Phi Theta Kappa award.
- Hired, trained, supervised, and evaluated a student call center responsible for making outgoing recruitment calls to perspective students as part of the recruitment process.
- Implemented transfer specific opportunities at information sessions, campus tours, and Preview Days.

**Assistant Director for Transfer Programs***January 2013 – January 2014**Center for Advising and Student Achievement, Colorado State University, Fort Collins, CO*

- Coordinate, organize, and provide direction for all aspects of transfer student orientation programs, including *Next Step Transfer Student Orientation*, *Online Orientation* for Transfer Students, the *Next Step Mountain Experience: Outdoor Orientation*, and fall and spring orientations including program logistics, educational presentations, and academic advising.
- Design, manage, and oversee transfer student transition programs including the Transfer Mentoring Program and Transfer Student Communities consisting of two transfer student learning communities, six transfer student interest groups, and a transfer residential living community.
- Utilize a transfer student specific approach for all orientation and transition programs based on student development theory, national best practices, and department/institutional mission and values.
- Select, train, and supervise six transfer mentors and eight transfer community leaders responsible for creating academic, social, and networking opportunities for 2,000 incoming transfer students.
- Collaborate with campus partners, including Office of Admissions, International Programs Office, Adult Learner and Veteran Services, and Residence Life to provide unique, meaningful, and collaborative programming for transfer students.
- Assess and evaluate the effectiveness of program objectives and student learning outcomes including analyzing and disseminating assessment data through various reporting structures.
- Plan, implement and coordinate print, video, and web-based marketing and publications for all transfer student programs.
- Manage and provide oversight for budget re: all transfer student programs.
- Advise and support the Transfer Student Association and Tau Sigma, transfer specific student organizations.
- Co-chair the Transfer Student Experience Committee and the Transfer Working Group committee; both are charged with fostering a “transfer-receptive” campus culture.
- Computer skills include Word, Excel, PowerPoint, Outlook, Access, Google Docs, Dreamweaver, and Camtasia.

**Coordinator for Transfer Programs***July 2006 – December 2012**Center for Advising and Student Achievement, Colorado State University, Fort Collins, CO*

- Provided oversight and direction for *Next Step Transfer Student Orientation*, including program design and format, content, and advising
- Developed and implemented new transfer student programming including the Transfer Mentor Program and the Transfer student Communities.
- Designed and implemented transfer specific programs for the campus wide welcome week orientation.
- Supervised, developed, and mentored one graduate assistant responsible for assisting with transfer programs.
- Oversaw office coordination for all orientation programs; provided a high-level customer service experience for 9,000 students and family members annually.
- Coordinated office operations including phone management for customer reservations and general information, registration database management, comprehensive training on office policies, procedures, and responsibilities in a high stress and fast-paced environment.
- Selected, trained, and supervised six team members responsible for office operations, program logistics, and customer service experience for program participants.
- Designed and maintained office websites including the main Orientation and Transition Programs webpage, online orientation, and on-line databases.

**Student Activities Coordinator***July 2005 – July 2006**Longs Peak Student Center, Front Range Community College, Larimer Campus, Fort Collins, CO*

- Brainstormed, planned, implemented, and evaluated approximately 25 co-curricular activities per semester for Front Range Community College students.
- Advised the Front Range Activities Board (FAB) and the Student Government Association.
- Hired, trained, supervised, and evaluated ten Information Desk student employees responsible for providing customer service to building patrons.
- Supervised one student activities assistant responsible for campus programming initiatives, passive displays, and various Student Life publications.
- Created and published the Longs Peak Student Center New Employee Handbook detailing policies, procedures, and customer service tactics.
- Chaired campus committees including; Student Awards Ceremony, Welcome Week Celebration, Hispanic Heritage Awareness Month, Homecoming, Women’s History Month, Black History Month, Spring Fling, Cinco De Mayo,
- Sat on campus committees including; New Student Orientation, Student Center Advisory Board, Student Leadership and Development Council, and numerous community committees including; Community Homecoming, Martin Luther King Jr. Celebration, Hispanic Heritage Awareness, Cesar Chavez, and Campus of Character.

**Graduate Assistant for Orientation Services**

*August 2003 - July 2005*

*Center for Advising and Student Achievement, Colorado State University, Fort Collins, CO*

- Organized all aspects of the recruitment, hiring, and supervision of 18 undergraduate student leaders providing constant and immediate feedback concerning work performance.
- Planned and implemented a 15 week orientation leader training course and a 60-hour intensive training week covering such topics as customer service, diversity awareness, leadership, student development theory, resource/service training, skit development, campus involvement, duties and responsibilities, and family member programming.
- Assisted with the planning and coordination efforts of the Preview Freshmen orientation program, the Next Step Transfer orientation program, fall and spring orientation programs, and family and parent programs.
- Developed and maintained an online pre-orientation program for participants to complete prior to attending an on-campus session.

**Assistant Director for Student Activities**

*August 2001 - July 2003*

*Office of Student Life, Florida Institute of Technology, Melbourne, FL*

- Oversaw events and activities of over 90 clubs and organizations including operations and budgeting.
- Advised the Campus Activities Board, Student Government, Class Council system, Campus Media Board, the Homecoming committee, and GLASS (Gay and Lesbian Alliance for Student Support).
- Established an Information Desk in the Student Union and recruited, selected, trained and supervised 16 Information Desk employees.
- Developed and facilitated the Leadership Education Achievement and Development Series (LEADS) for undergraduate students.
- Taught one section of the University Experience class for incoming freshmen covering topics such as study skills, time management, test taking, stress reduction, campus involvement, diversity, and college life.