

Paul J. Miller, MLS.

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WORK EXPERIENCE

Associate Director, Transfer/Enrollment Services **2013-Present**

Office of Admissions, The University of Arizona, Tucson, AZ

Oversee and manage transfer recruitment efforts, local and nationwide community college relations, strategic plans and implantation of guidelines and policies; Supervise 4 transfer admissions counselors and 12 student staff

- Develop, implement, and evaluate new and continuing programs to meet the commitments specified in Mission and Scope of the University related to transfer students.
- Hire, train, and supervise transfer team members.
- Created, implemented, and managed transfer territory management plan.
- Develop, maintain and evaluate the process for team members to interview, advise, and communicate with prospective community college transfer students on information regarding academic, general education curriculum, pre-professional and career issues; interpretation and explanation of UA policies; assistance with general education course selection, and referral of students to academic support services at the community colleges and at the university.
- Maintain contact with the Vice Provost for Academic Affairs.
- Assist in the coordination, development and execution of transfer outreach programs for Arizona and nonresident transfer students.
- Manage data imports for transfer prospects.

Senior Assistant Director, Transfer Admissions **2011-2013**

Office of Admissions, The University of Arizona, Tucson, AZ

- Supervise transfer counselors who provide services for student traffic at various Pima Community College campuses offering support and connection to the UA
- Work with UA marketing team to develop recruitment materials for prospective transfer students.
- Managed the day-to-day operations of the UA branch admissions offices at Pima Community College Downtown and West campuses.
- Developed, implemented, evaluated, UA transfer transition programs.
- Curriculum development, and coordination, for a Pima Community College transfer course STU 210 "Transfer Strategies."
- Work with transfer enrollment team to coordinate visitation programs to Arizona and California community colleges to recruit students and promote UA.
- Serve on institutional transfer scholarship policy development and selection process committee.

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Transfer Specialist Senior, Tucson, AZ
Office of Admissions, The University of Arizona

2007-2011

Manage daily operations of the UA branch admission office at Pima Community College Downtown campus; provide pre-transfer academic advising, academic/campus referrals, and admissions counseling to prospective Pima transfers.

- Opened UA's first branch admissions office at our largest community college partner.
- Developed a strategic plan for the branch admissions office; increased the total number of Pima transfers served by 30%.
- Established and maintained strong relationships with administrators, faculty, counselors, and advisers at Pima College.
- Create major specific workshops for students planning to apply and transfer to the University of Arizona.
- Provide admission and pre-transfer advising to prospective students.
- Curriculum development, and coordination, for a Pima Community College transfer course STU 210 "Transfer Strategies."
- Evaluated transcripts to determine the admissibility of prospective applicants
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Transfer Academic Counselor Senior

1997-2007

Office of Admissions, The University of Arizona, Tucson, AZ

- Provided pre-transfer academic advising and admissions counseling to affectively recruit talented perspective transfer students from the greater Tucson area, Maricopa County, and rural Arizona community colleges.

Coordinator Transfer Programs

1996-1997

Transfer Center, The University of Arizona, Tucson, AZ

- Manage the day-to-day operations of the center and proper expenditure of a \$75,000 budget; oversee five transfer retention programs and a transfer summer institute, supervise one pre-transfer adviser and five student assistants.

Assistant Admissions Coordinator

1993-1996

Strategic Alternative Learning Techniques (SALT) Center, The University of Arizona, Tucson, AZ

- Manage daily maintenance of SALT admissions application and supplemental cognitive/achievement testing; make admissions decisions, interview prospective applicants, represent the center at local high schools and community colleges; assist the IT Director in the creation and implementation of an electronic file storage and retrieval system.

EDUCATION

M. S., Library Science, The University of Arizona, Tucson, AZ December 1992

B. A., Radio-Television Communications, The University of Arizona, Tucson, AZ. May 1990