

**Director of Career Services, Itinerary**  
**Candidate: Mr. Timothy Stiles**  
**Monday, December 12, 2011**

8:00 – 9:15 am

**Welcome and Breakfast**

**Location:** Elm Room, Elliott University Center  
Dr. Jim Settle, Associate Vice Chancellor for Student Affairs

9:15-10:30 am

**Career Services Center Staff**

**Location:** Career Services Center, #1 Elliott University Center

**Career Services Center (CSC) Staff:**

Amelia Smith – Front Office Manager  
Craig Pickett – Career Counselor  
Gretchen Pugh – Graphic Designer & Internship Assistant  
Jodi Barber – Web Development & Technology  
Lara Lange – Student Employment Advisor  
Leigh Marquess – Internship Career Counselor  
Linda Pollock – Career Counselor to Bryan School  
Mary Mishler – Career Resource Librarian/Reference Files  
Sheryl Williamson – Business Manager  
Tami Rich – Recruiting Coordinator/Front Office Manger

**Student Employment Office (SEO) Staff:**

Chad Collins – Assistant Director Operations & Assessment  
Lara Lange – Student Employment Advisor  
Tricia Lamar – Program Assistant

10:30-11:30 am

**Student Affairs Directors**

**Location:** Conference Room A, Elliott University Center  
Dr. Erin Bentrim-Tapio, Student Affairs Assessment  
Mr. Eric Burns, Business Manager, Division Office  
Dr. Brett Carter, Dean of Students  
Dr. Cathy Hamilton, Leadership and Service-Learning  
Dr. Bruce Lynch, Counseling and Testing Center  
Ms. Audrey Daniel, Multicultural Affairs  
Mr. Kevin McClain, Technology  
Dr. Jill Beville, Campus Recreation  
Dr. Tresa Saxton, Student Health Services  
Mr. William Parrish, Elliott University Center  
Mr. Tim Johnson, JD, Housing and Residence Life  
Dr. Kim Sousa-Peoples, New Student & Spartan Family Programs  
Ms. Miriam Bradley, Development  
Mr. Bruce Pomeroy, Disability Services  
Ms. Alexandra Marchesano, Campus Activities and Programs  
Dr. Vicki McNeil, Associate Vice Chancellor for Student Affairs

11:30-12:45 pm

**Lunch with Search Committee**

**Location:** Student Affairs Conference Room, 134 Mossman Building  
Dr. Erin Bentrim-Tapio, Chair, Director, Student Affairs Assessment  
Mr. William Parrish, Director, Elliott University Center  
Dr. Joyendu Bhadury, Associate Dean - Graduate Programs and Research,  
Bryan School of Business and Economics

Ms. Shakima Clency, Assistant Director for Residence Life  
Ms. Crystal Bayne, Student Representative  
Mr. David Vreeland, Student Representative

12:45-1:30 pm

**Student Meeting**

**Location:** Career Services Center, #1 Elliott University Center  
Jerrica Davis – Federal Work-study Student Worker, CSC  
Emily Brown – Federal Work-study Student Worker, CSC  
Kate Sutton – Graduate Assistant, SEO  
Jessica Long – Graduate Assistant, CSC

1:30-2:00 pm

**Setup for Presentation**

**Location:** Maple Room, Elliott University Center

2:00-3:00 pm

**Presentation/Open Forum (Introduce candidate, Mr. Parrish)**

**Title:** “Career Service Centers in 2012: Best practices, trends, and aspirations”

**Location:** Maple Room, Elliott University Center

3:00-3:15 pm

**Career Services Center Tour**

**Location:** Career Services Center, #1 Elliott University Center

3:15-4:00 pm

**Direct Reports**

**Location:** Career Services Center, #1 Elliott University Center  
Chad Collins – Assistant Director Operations & Assessment, SEO  
Sheryl Williamson – Business Manager, CSC

4:00-4:45 pm

**Campus Tour**

4:45-5:00 pm

**Break; Travel Form Completion**

**Location:** 134 Mossman Building, Student Affairs Office

5:00 pm-?

**Wrap Up Meeting & Dinner**

**Location:** 134 Mossman Building, Student Affairs Office  
Dr. Jim Settle, Associate Vice Chancellor for Student Affairs