

## Timothy J. Stiles

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### Experience

UNIVERSITY OF NORTH CAROLINA, Chapel Hill, NC

Plan strategies/goals and establish policies as management team member. Supervise and evaluate 3-4 assistant directors and 1-2 support staff. Compile, analyze, and present program, service and learning outcome metrics focusing on assessment and continuous improvement; publish benchmarking reports for stakeholders.

#### **Associate Director-External Relations Team, University Career Services, 1/11-present**

- Lead 15 member External Relations Team made up of UCS staff and career services/internship directors from other career-related offices on-campus
  - Design, coordinate and share outreach strategies, database access, and marketing collateral beneficial to all offices
  - Build and deepen relations with external stakeholders (employers, alumni, parents, friends of UNC)
- Planned and met with high-ranking alumni and other critical contacts at 28 high profile employers in New York, Atlanta and Charlotte
  - Developed recruiting ties with new employers and strengthened bonds with long-time UNC recruiting organizations
  - Team members also visited 12 prospective Washington DC employers and will have completed over 125 local employer visits during Summer of 2011
- Assist UCS director with office fundraising efforts and publicize Carolina Career Partners program

#### **Associate Director-Employment Assistance Team/Business School Liaison, University Career Services, 1/00-12/10**

- Co-led Employer Outreach Team's effort to fill all interview slots with 45% of campus recruiters having 100% of interviews filled (vs. 32% in 07-08)
- Exceeded 07-08 team goal getting 29% of 75 targeted employers to re-start UNC recruiting
- Compiled and disseminated feedback to BSBA program from finance recruiters leading to curriculum changes
- Led team in planning and implementing training event for 60 diversity students using \$10K corporate grant
- Initiated first-ever partnership linking Career Dimensions, Inc. occupational content to create career and major exploration website customized exclusively for UNC students
- Communicated and coordinated high level employer contacts and visits across departments while serving on business school dean's Corporate Relations Committee
- Organized nine annual campus-wide career fairs
- Represented office at Student Affairs director meetings and planning retreats during interim period after UCS director retired
- Strengthened relationships with General Alumni Association and Kenan-Flagler Business School through collaborative planning of several initiatives and projects
- Deepened recruiting ties by co-coordinating three employer focus days with 12-25 attending
- Set employee quality of work life and professional development strategies while serving on Student Affairs Excellence in the Workplace team
- Researched co-working spaces and met with various student thought leaders as part of a working group developing a facility and marketing vision for the Carolina Union Innovation Commons

FRANKLIN COLLEGE, Franklin, IN

#### **Director, Office of Career Services, 12/94-1/00**

Managed and set strategy for career center serving 950 arts, humanities, science, journalism, and education students with direct responsibility for departmental operating budget and annual \$100K foundation grant budget over 5 years. Supervised and evaluated four graduate assistants. Participated in division- and college-wide planning and collaboration.

- Led cross-functional team of faculty and staff in successfully designing and implementing significant intervention and measuring implementation effect on faculty and staff hiring process
- Coordinated internship program with over 130+ students participating annually; 82% of graduates completed at least one internship for credit through this program or their major
- Assessed applied and developed skills during internships; passed findings to administrators evaluating effectiveness of real-world application of liberal arts abilities being taught across curriculum
- Initiated and taught internship search course for first-time candidates including internship guarantee; 100% of enrolled students obtained internships; developed and taught senior job search course

INDIANA UNIVERSITY, Bloomington, IN

**Associate/Assistant Director, Business Placement Office, 9/91-12/94**

Delivered quality service in high volume, call center environment for 2200+ business undergraduates and MBAs and 1000+ employers as member of three staff team. Consistently achieved 75%+ job/further education placement rates at graduation. Compiled and published annual internal and external reports distributed to administrators and employers.

NORTH CAROLINA STATE UNIVERSITY, Raleigh, NC

**Counselor, Career Planning and Placement Center, 7/88-9/91**

Provided career planning and placement services for alumni and 2000+ business undergraduate and graduate students. Interacted and collaborated daily with College of Management administration and faculty through on-site office hours to ensure business students optimized use of centralized career services. Developed employer contacts through site visits and professional associations.

- Created and taught for-credit job search course to 40-60 business students each semester
- Initiated first-ever “Corporate Recruiting Focus Groups” for accounting and business faculty/administrators and corporate representatives to build relationships and exchange information

INDIANA UNIVERSITY, Bloomington, IN

**Graduate Assistant, Career Placement Support Services, 8/86-5/88**

PENNZOIL COMPANY, Houston, TX

**Accountant/Associate Accountant/Assistant Accountant, 7/82-7/86**

#### Professional

**Co-Chair, Sponsorship Committee, NC ASSOCIATION OF COLLEGES AND EMPLOYERS, 2011 Conference**

- Raised \$6800 and additional \$1000 of in-kind donations to offset conference costs and keep registration fees reasonable

**Co-Presenter, NATIONAL ASSOCIATION OF COLLEGES AND EMPLOYERS, 2009 Conference**

- Topic: Geography and Jobs: The Impact of Place on Employment and Satisfaction

**Management Leadership Institute, NATIONAL ASSOCIATION OF COLLEGES AND EMPLOYERS, 7/03**

- Completed five-day intensive training in leadership, strategic planning, financial management, marketing, and legal issues pertaining to career services profession

**University Management Development Program, UNC-CHAPEL HILL, 1/02-12/02**

- Nominated by director for 10-month leadership program which focused on 360 feedback, leadership training, peer coaching, and networking opportunities

**Conference Program Committee, NC ASSOCIATION OF COLLEGES AND EMPLOYERS, 2003 Conference**

- Researched, negotiated with, and selected speakers and presenters for conference

**President-Elect/President, CAREER DEVELOPMENT PROFESSIONALS OF INDIANA, 8/95-7/98**

- Co-founded association; oversaw planning and direction for 70 member organization
- Led 9 member board consisting of director-level peers from other Indiana colleges
- Led committee planning first three conferences in organization's history turning a profit for each

**Co-Presenter, MIDWEST ASSOCIATION OF COLLEGES AND EMPLOYERS, 1997 Conference**

- Topic: Developing Workplace Soft Skills Across a Liberal Arts Curriculum

#### Education

M.S. Counseling and Counselor Education, Indiana University, Bloomington, IN, 5/88

B.S. Accounting, Indiana University, Bloomington, IN, 5/82

#### Technology/Assessments

NACELink/Symplicity, c3m (contact database), Optimal Resume, Strong Interest Inventory, Myers-Briggs Type Indicator, FOCUS 2

Memberships/Conferences

National Association of Colleges and Employers

North Carolina Association of Colleges and Employers