

Enrico A. Miller
Curriculum Vitae

Employment Address

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Education

Doctor of Philosophy (Expected Graduation, December 2004) - Virginia Polytechnic Institute and State University; Major: Educational Leadership and Policy Studies, Higher Education and Student Affairs Program. Dissertation: *Degree Completion Among College Students and Astin's Student Typology Framework*.

Master of Education - St. Lawrence University; Major: General Studies - August 1987.

Bachelor of Science - State University of New York College at Oswego; Major: Elementary Education - May 1982.

Awards

Yearbook Dedication Award – Paul Smith's College of Arts and Sciences, 1999-2000.

Yearbook Acknowledgement Award – Paul Smith's College of Arts and Sciences - 1996-97.

Distinguished Service Award - Paul Smith's College of Arts and Sciences – 1995-96.

Personal

Married to Kimberly E. Miller, A.A.S., B.S., M.Ed.

Three children: Jacqueline, Emily, and Allison

Hobbies include: golf, traveling, computers, boating, sailing, photography, and skiing.

Employment History

Director of Institutional Effectiveness – State University of New York at Potsdam. Responsible for the implementation and leadership of the institutional outcomes assessment program; serve as a resource in incorporating assessment results with the institutional planning and budgeting process; serve as a resource for academic and student affairs departments in the development and implementation of student outcomes assessment and unit effectiveness plans. Overall responsibility for institutional research services and functions. July 2001 to present.

Vice President for Campus Life and Dean of Students - Paul Smith's College of Arts and Sciences. Responsible for one of five divisions as the chief student affairs officer. Direct supervision of the areas of Student Development, Dining Operations, Campus Safety, Athletics and Recreation, Residence Life, Student Activities, Health Services, Facilities/Maintenance, Lands (1996-1997). Served as Chief Operating Officer in the absence of the President (1996, 1999). December 1996 to July 2001 (educational leave 1998-1999).

Graduate Assistant - Virginia Polytechnic Institute and State University, Department of Educational Leadership and Policy Studies, Higher Education and Student Affairs Program. Served as Technology Coordinator for the Higher Education and Student Affairs graduate program while completing full-time doctoral studies. Major responsibilities included: website management; assisted in assessment study of the Master of Arts program in Higher Education and Student Affairs Administration; assisted in delivery of recruitment programs and services. August 1998 to May 1999.

Vice President for Enrollment Management - Paul Smith's College of Arts and Sciences. Served as the chief student affairs and enrollment officer. Direct supervision the offices of Admissions, Financial Aid, Campus Safety, Athletics and Recreation, Student Life, Health Services, Multi-Cultural Programs, and Student Development Center. February 1995 to December 1996.

Dean of Admission - Paul Smith's College of Arts and Sciences. Served on the Executive Cabinet and reported directly to the President of the College. Responsible for the overall leadership and performance of the offices of Admissions and Financial Aid. Developed state-of-the-art marketing and recruitment strategies that resulted in a dramatic new student enrollment increases during a period of demographic uncertainty. Improved the academic profile of the student body through innovative market segmentation techniques and increased institutional visibility. Major responsibilities included: managing production of nationally-ranked award-winning publications, video and direct mail campaigns; direct supervision of a staff of 16; retention strategies; organization development; database management; market research; implementation of a comprehensive marketing plan focused on campus-wide participation and quality services; planning and administration of a total budget of \$1.6 million. August 1991 to February 1995.

Director of Admissions - State University of New York at Canton. Served as the chief admissions officer while responsible for leading the Office of Admissions. Charged with beginning an era of successive enrollment increases by implementing an aggressive recruitment program that led to exceeded enrollment targets each year. Responsible for the direct management of the office of Admissions which included staff supervision and evaluation; authored and implemented a new and successful Strategic Marketing and Recruitment Operational Plan, market research; Admissions policies and procedures; planning and budgeting - December 1988 to August 1991.

Admissions Counselor - State University of New York at Canton. Responsible for the review and decision of applications, high school visitations; interviewing prospective students; administration of the foreign student admissions process. Program accomplishments include: open house programs; assisted in the training and supervision of student tour guides; coordinating admissions publications; delivered group presentations to secondary school students; assisted with the development of the strategic marketing and recruitment operational plan - July 1985 to December 1988.

Development and Alumni Affairs Officer - State University of New York at Canton. Worked directly with the Institutional Advancement staff in the administration of the annual fund drive and alumni activities. Prepared statistical data and reports related to various fund-raising campaigns. Implemented a class reunion program that involved the selection, training and effective utilization of alumni volunteers. Served as advisor to the Canton Student Alumni Association - August 1984 to July 1985.

Residence Hall Director - State University of New York at Canton. Responsible for managing the operation of a co-educational residence hall of 280 students. Responsibilities included: selection, training and supervision of 10 Resident Assistants and 11 work-study support staff; advising hall governments; academic, educational, and personal counseling; administration of educational, social and recreational programming; coordinating the campus-wide Resident Assistant selection process. August 1982 to August 1984.

Leadership and Committee Membership

State University of New York at Potsdam

- Leadership Council Member, 2002 – present (chair, 2004-2005)
- Administrative Cabinet Member, 2002 - present
- Academic Council Member, 2001 - present

Paul Smith's College of Arts and Sciences

- Institutional Long Range Planning and Evaluation Committee, Chair 1999-2000.
- Retention Task Force, Chair 1995-1996, 2000-2001.
- Admissions Task Force, Chair 1997-1998 (in absence of Chief Admissions Officer).
- Executive Cabinet, Acting chair (in absence of President 1996, 1999).
- Facilitated the successful college-wide transition and integrated data conversion to administrative mainframe and infusion of internet infrastructure while serving as Chairperson of the Computer Information Technology Committee. Paul Smith's College of Arts and Sciences - January 1992 to September 1996.
- Economic Impact Analysis Committee: Degree Elevation and Program Diversification Transition, Chair 1992-1996.

Professional Interests

- Student Persistence (Retention and Degree Completion)
- Outcomes Assessment and Quality Assurance in Higher Education
- Organization Development