

## Mary E. Taylor

### Education

**MAEd, Higher Education and Student Affairs**, August 2000

Virginia Tech, Blacksburg, Virginia

Thesis title: The Changing Advising Needs of Undergraduate Students

**BS, Counseling**, May 1989

Kentucky Christian College, Grayson, Kentucky

**High School Diploma**, June 1985

Christiansburg High School, Christiansburg, Virginia

### Related Work Experience

**Advising Coordinator**, May 2000 to present

Virginia Tech, Bradley Department of Electrical and Computer Engineering

- Coordinate undergraduate advising program.
- Responsible for undergraduate advisement of approximately 500 students in Electrical and Computer Engineering.
- Assist students in academic and career exploration.
- Raise students' awareness of programs and resources available on campus and make referrals when necessary.
- Advise students and process paperwork for students regarding course substitutions, graduation requirements, and others.
- Maintain and update student data base.
- Advise students who are in academic jeopardy.
- Coordinate departmental transfer student orientation.
- Facilitate Project PROCEED (Proactive Computer and Electrical Engineering Development), a group-based academic success program for Electrical and Computer Engineering students.
- Recruit students and meet with prospective students and families.
- Supervise student worker.

**Graduate Assistantship/Academic Advisor**, August 1998 to May 2000

Virginia Tech, Interdisciplinary Studies Program, Blacksburg, Virginia

- Responsible for undergraduate advisement of approximately 65 students in the Interdisciplinary Studies Program.
- Assist students in academic and career exploration.
- Raise students' awareness of programs and resources available on campus and make referrals when necessary.
- Process paperwork for students regarding course substitutions, graduation requirements, and others.
- Assist Advising Coordinator in maintaining and updating student data base.
- Refer students who are in academic jeopardy to the appropriate university resources and administrators.
- Maintain student files.
- Maintain minor checklists.

- Fall Semester 1999: Assist in training of new advisors.
- Fall Semester 1999: Teaching assistant for IDST 3004, an orientation class for Interdisciplinary Studies freshmen and transfer students.

**Graduate Assistantship/Virginia Tech Academic Success Program (VTASP) Advisor,**

August 1998 to May 2000

Virginia Tech, Center for Academic Enrichment and Excellence, Blacksburg, Virginia

- Advisor for approximately 200 VTASP students in the College of Arts and Sciences.
- Make initial contacts with VTASP students and monitor academic progress throughout the first and second year.
- Maintain opscans, folders, and contact logs for each student.
- Review and discuss academic progress reports with students.
- Serve as resource for students, making them aware of support services available on campus and making referrals when needed.
- Participate in monthly staff meetings.
- Perform other tasks related to retention of VTASP students as assigned by VTASP faculty advisors and/or Program Director.
- Spring Semester 2000: Assist in development of new program in the College of Arts and Sciences for students in academic jeopardy, including curriculum development and facilitation of group meetings.
- Spring Semester 2000: Co-facilitator of Project Success group.

**Summer Orientation Advisor/Office Assistant,** July 6 – July 30, 1999

Virginia Tech, College of Arts and Sciences, Blacksburg, Virginia

- Serve on advising team for freshmen students in the social sciences (economics, geography, history, international studies, political science, psychology, sociology)
- Participate in presentation to social science freshmen and parents regarding core curriculum requirements.
- Assist social science freshmen in developing fall semester schedules, taking into account any dual enrollment or advanced placement credits.
- Maintain folders of approximately 1600 freshmen and transfer students in the College of Arts and Sciences.
- Prepare folders for daily distribution to departments.
- Serve as liaison between departments and Orientation office personnel.

**Program Support Technician,** July 1990 – August 1998

Virginia Tech, Department of Human Nutrition, Foods and Exercise, Blacksburg, Virginia

- Assist students and advisors in preparation for graduation, serving as liaison between advisors and students and the Graduation Analysis Division of the University Registrar's Office.
- Maintain and update undergraduate student database. Generate reports for department head, advisors, and other offices using information from database.
- Organize and distribute materials to individuals inquiring about the undergraduate program in Human Nutrition, Foods and Exercise.
- Answer questions about undergraduate options, change of major procedures, and university policies for student, parents and general public.
- Serve as supervisor for student workers in absence of Department Head Secretary.

## **Other Related Experience**

### **Internship Experience**, May – June 1999

New River Community College, Counseling Center, Dublin, Virginia

- Develop web page for Career Services at New River Community College.
- Advise students concerning academic matters and career issues.
- Discuss results of placement tests with students, ensuring enrollment in the correct level of English and Mathematics according to test scores and curriculum.
- Interview directors of the various areas and programs within the Students Development Office at New River Community College and assist directors in special projects.
- Assist Director of Admissions in updating curriculum of orientation class offered in a distance learning format.
- Update evaluation forms to be administered to individuals seeking both long-term career counseling and one-time visitors to the Center.

### **Practicum Experience**, January – May 1999

Virginia Tech, Department of Human, Nutrition, Foods and Exercise, Blacksburg, Virginia

- Provide relief to faculty advisors by assisting with advising of students when needed.
- Develop advising handbook for use by current faculty advisors.
- Develop advising handbook for new faculty advisors.
- Develop advising web page for use by advisors and students.

### **Coursework Experience**

- Fall Semester, 1998: Examined and reported on the use of the Council for the Advancement of Standards in Higher Education (CAS) standards and other professional standards in academic advising in Colleges and advising offices at Virginia Tech.
- Spring Semester, 1999: Conducted research project and reported on the frequency of use of academic advisors and athletic advisors and other sources of information by student athletes at Virginia Tech.
- Spring Semester, 1999: Participated in the development of a training program for the offices of Residential Education and Greek Life at Virginia Tech to assist in the training of House Managers for sorority and fraternity houses on campus. Program was implemented with revisions by Residential Education, Fall Semester 1999.

## **Organization Memberships**

National Academic Advising Association, Member, 2000 to present  
Phi Kappa Phi Honor Society, Member, December 1999 to present