

# Andrea N. Maley

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Student Services Center | 318-357-4078 | andreaa@nsula.edu

## Professional Summary

Responsible for the management of the Office of Admissions.

## Education

### **BACHELOR OF SCIENCE | DECEMBER 2014 | NORTHWESTERN STATE UNIVERSITY**

- Major: Psychology
- Related coursework: Psychology of Learning, Psychology of Motivation, Computer Science, Statistics, Business Fundamentals, Personal Adjustment and Development, Social Work.

### **ASSOCIATE OF ARTS | AUGUST 2014 | NORTHWESTERN STATE UNIVERSITY**

Major: Criminal Justice

### **ASSOCIATE OF GENERAL STUDIES | DECEMBER 2006 | NORTHWESTERN STATE UNIVERSITY**

- Major: General Studies

## Experience

### **DIRECTOR OF ADMISSIONS | NORTHWESTERN STATE UNIVERSITY | 2/2007 - PRESENT**

- Responsible for coordinating the processing of all undergraduate admissions and undergraduate and graduate international admission for the university.
- Supervision of five (5) classified civil service Administrative Coordinators IV, one (1) non-classified Admissions Records Analyst, three (3) part-time Student Employees.
- Participation at all official Northwestern State University functions as required
- Maintaining required work hours as determined by the Vice President of the Student Experience
- Management and supervision of the Office of Admissions
- Monitoring the progress of the admissions process; reporting status to administration; evaluation of process to determine the most efficient manner
- University designated contact for the State of Louisiana Department of Education Student Transcript System (STS); functions include, but not limited to, uploading and downloading data, course category determination, and reconciling error reports
- Coordination of all undergraduate application process, paper and web applications & Banner updates
- Maintenance of University communication flow to all undergraduate applicants (acceptance, missing information, etc.)
- Coordinate of all undergraduate and graduate foreign student applications and issues (SEVIS, F-1, etc.)
- Providing support to all students, faculty, and staff in an effort to effectively move students through the enrollment process
- Coordination and maintenance of the University's Undergraduate Admission Decision Handbook
- Compilation and analysis of weekly applicant data
- Verification of admission decision prior to notification to applicant
- Assist with the following programs: Collegiate, Early Admissions, Dual Enrollment, Freshman Connection and any other university sponsored program that involves the undergraduate admissions process
- Annual planning and rating sessions for each classified and non-classified employee

- Coordination of Admissions Review Committee
- Serve as a participating member on the Data Standards Council, Freshman Connection Steering Committee, LACRAO, NASFA, PHI KAPPA DELTA, University Diversity Committee
- Other duties as assigned by the Vice President of the Student Experience or the President

**ASSISTANT TO THE REGISTRAR FOR ADMISSIONS | NORTHWESTERN STATE UNIVERSITY | 2005-2007**

- University Registrar & Admissions Office

**RECORDS ANALYST COORDINATOR | NORTHWESTERN STATE UNIVERSITY | 2002-2005**

- University Registrar & Admissions Office

**CLERK CHIEF I | NORTHWESTERN STATE UNIVERSITY | 1999-2002**

- University Registrar's Office

**UNIVERSITY ADMISSIONS RECORDS TECHNICIAN | NORTHWESTERN STATE UNIVERSITY | 1997-1999**

- University Registrar's Office