

DENNIS A. NOLLEY
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PROFESSIONAL OBJECTIVE

To facilitate the development of students through a career in Student Personnel Administration in higher education.

EDUCATION

Master of Arts in Student Personnel Services

Northwestern State University, Natchitoches, Louisiana, December 1986

27 Semester hours above Master's in Psychology, Counseling, and Education

University of Texas at Tyler

East Texas State University

Texas Tech University

Bachelor of Arts in Psychology, minor Sociology

Northwestern State University, Natchitoches, Louisiana, May 1977

PROFESSIONAL EXPERIENCE

Vocational Counselor/Job Placement Coordinator

Trinity Valley Community College, Athens, Texas, February 1987 – Present

Established and administered job placement service for students and alumni. Oversee the Career Center which consists of maintaining current career resource material, company literature, job announcements, resume preparation service, job search literature and career assessment inventories. Offer workshops on resume writing and other job search topics each semester. Coordinate and schedule employers to participate in annual Job Fair.

Advise students on choice of major and assist with scheduling of courses and academic advising. Chairman of college's standing committee on Nondiscrimination on Basis of Disability and Compliance with Section 504 of Rehabilitation Act. Committee's purpose is to ensure that all students with disabilities have equal access to all opportunities within the college. Coordinator of services for students with disabilities. Chair of food Service Committee. Member of Discipline Committee. Member of Professional Development Committee. Visit high schools for the purpose of recruiting new students. Assist with evaluation of transcripts for transfer credit. Serve on college's standing committees on Admissions, Graduation, and Institutional Effectiveness. Program Administrator for Texas Commission on Alcohol and Drug Abuse sponsored programs for Alcohol Education for Minors in Possession and Drinking and Driving Awareness Program.

Graduate Assistant to the Director of the Center for Career Planning and Placement
Northwestern State University, Natchitoches, Louisiana, Fall 1986

Coordinated the part-time Job Locator Service for students. Planned and implemented cheerleader tryouts. Attended and served as alternate in meetings of the Cheerleader Governing Board. Assisted students in establishing credential files. Set up interview schedules for on-campus recruiters. Assisted in handling office correspondence. Counseled students on academic appeal. Presented study skills seminary to the President's Leadership Program for outstanding incoming freshman.

Graduate Assistant Counselor

College Success Program/Special Services

Northwestern State University, Natchitoches, Louisiana, Fall 1985-Summer 1986

Counseled, advised, and maintained counseling logs for approximately 100 students per semester in the developmental education program. Taught College Success Skills 0900, a personal development course in which study skills, time management, communications, note-taking, and test-taking were among the topics discussed. Gave seminars for the program focusing on study skills. Participated in the training of tutors for the College Success Program. Taught an orientation to the university for incoming freshman and transfer students (Orientation 1010). Assisted in the selection of peer counselors for summer orientation program, Inside View, 1986.

Graduate Assistant to the Coordinator of Orientation

Northwestern State University, Natchitoches, Louisiana, Summer 1985

Assisted in compiling and editing the present Orientation 1010 Handbook. Assisted in the Inside View summer orientation program.

Room supervisor for American college Testing Program, various dates

Timed and administered the ACT college entrance examination.

Texas Academic Skills Program

Proctor for examination

June 1977 – December 1984

Upon earning bachelor's degree, successfully pursued employment in construction and various oil field related positions.

PRACTICUM EXPERIENCE

External and Alumni Affairs

Assisted the director in implementing activities for alumni. Observed and experienced the role of that office in the campus community.

Orientation

Presented with a comprehensive overview of the role of the Coordinator of Orientation and the philosophy behind freshmen orientation. Assisted in the selection and training of student paraprofessional for the summer orientation program, Inside View.

Center for Career Planning and Placement

Observed the means by which the office accomplished its mission. Became familiar with resources, services, and procedures. Observed interpretations of interest inventories. Assisted with Teacher Job Fair. Coordinated and publicized tryouts for school mascot.

PROFESSIONAL AFFILIATIONS

Junior College Student Personnel Association of Texas, 1987 to present

Conference Planning Committee Member, 1990

Placement Association of Texas, 1987 to present

-Vice-President 1989-90, 1990-91
-Treasurer 1988-89

Texas Community College Teachers Association, 1987 to present

Henderson County Agriculture Extension Service

-Community Development Committee 1991 – 2001
-Chairman 1993 – 2001
-Executive Council Member 1993 – 2001
-Vice Chairman 1995

The Ark – United Campus Ministries

-Board of Directors 1994 – 2003
-Vice President 1995 - 1996