

# MICHELLE SILVER LEE

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## OBJECTIVE:

To obtain a position in higher education that will allow me to utilize my knowledge of higher education administration, student affairs, counseling, multi-cultural background, human development, teaching and interpersonal communications.

## EDUCATIONAL BACKGROUND:

**Ed.D.**, Higher Education (Policy, Planning, & Administration), University of Southern California (12/ 2012)

- Dissertation focusing on faculty productivity
- Research projects with faculty for Hewlett Packard regarding distance-learning tools such as blackboard, cross-roads, and etc.
- Research focusing on faculty productivity, student affairs, teaching and distance learning

**Community College Teaching / Administration Certificate:** Rossier School of Education (08/2004)

**Tutoring Certificate:** USC Athletics and Academic Support (12/1998)

**M.S.Ed.**, Educational Psychology and Technology, University of Southern California (12/1998)

- Specialization in Instructional Design, Curriculum Assessment, Instructional Technologies, Adult Learning, and Counseling
- Master's thesis focused on standardized testing and retention rate for college students

**B.A.**, Social Sciences/ Political Science, University of California, Irvine (06/1997)

## EXPERIENCE:

### **USC Marshall School of Business- Ph.D. Program Office**

**12/2004 - present**

*Associate Director*

- Counsel prospective students regarding university admission policies and procedures; Review and evaluate applications and makes admission decisions; provide training and guidance to other admissions counselors; oversee outreach programs and other recruitment projects including group visits to campus, college fairs or special events
- Provide academic counseling and advisement to Ph.D. students in individual and group sessions regarding admissions requirements, financial support (fellowships & Graduate Assistantships), degree counseling and graduation clearance, dissertation process and submission support, records and registration, placement and career services, personnel issues, personal counseling and student programs,
- Communicate in person, by telephone and in writing with students about the status of admissions applications; develop recruitment strategies and plans of assigned territory; and assess effectiveness of efforts and modifies as needed. Participated in development of marketing and recruiting goals, objectives, plans and strategies with the Deans and Directors
- Maintain student record of all Ph.D. students. Reconcile and adjust all students' fee bills (fellowships, graduate Assistantships, tuition, health and dental insurance, Student Health Center fee) in SIS
- Create and submit annual Block Grant proposal to the Graduate School
- Coordinate and organize special events such as Orientations, Commencement, receptions, and conferences
- Coordinate and work with other departments on campus. Examine operations in the Ph.D. Program and improve services by building closer relationships with other departments on campus
- Work with faculty in the Marshall School of Business to assist them with any Ph.D. student related issues.
- Communicate with faculty about students on all degree progress issues. Evaluate and facilitate resolution of degree progress issues
- Counsel problems and refer students to appropriate student services offices for additional assistance
- Maintain, administer, and reconcile the budget for the Marshall Ph.D. Program
- Manage class scheduling in SIS, room coordination and enrollment monitoring for Ph.D. seminars
- Prepare and manage offer letters and assign Graduate Assistantships each semester (RA, TA, AL)
- Prepare and coordinate fellowship offer letters
- Supervise a full-time staff and team of non-exempt workers to run everyday office duties and functions

### **USC Viterbi School of Engineering- Dean's Office, Academic Affairs**

**08/2001- 12/2004**

*Appointment, Promotion, and Tenure Coordinator/ Faculty Course Evaluation Coordinator*

- Maintained all confidential faculty personnel files and paperwork
- Maintained, administered, and reconciled the budgets for Senior Associate Dean of Academic Affairs
- Processed all Viterbi School of Engineering faculty paperwork, such as Sabbatical request, Leave Without Pay, Family Leave, Tenure Decision Extension, Pre and Post-Recruitment and Equity and Diversity Data form, personnel form and served as the liaison to the Provost Office, Faculty Affairs