

Christine Davis, Ed.D.  
7848 Clemson Street, Apt 202, Naples, FL 34104  
239-331-1515 cpmoxam13@aol.com

---

## EDUCATION

### **Doctor of Education** (Higher Education Leadership)

*Nova Southeastern University, Ft. Lauderdale, FL*

**Dec '09**

Dissertation Topic: Evaluation of a Cooperative Teacher Education Program at a Community College

### **Master of Education** (Education Leadership: Adult and Community Education)

*Florida Atlantic University, Boca Raton, FL*

**Aug '04**

### **Bachelor of Arts** (Sociology and Criminal Justice)

*Florida Atlantic University, Boca Raton, FL*

**Dec '97**

## PROFESSIONAL EXPERIENCE

### **Associate Dean, Enrollment Management and Student Affairs**

*Edison State College, Naples, FL*

**Jul '08 - Present**

- Serve as chief student affairs officer for the Collier Campus of Edison State College
- Provide leadership for the student services department including admissions, registration, testing, academic advising, career services, student life, recruiting, financial aid and counseling services
- Oversee first year orientation program and graduation
- Participate on the campus management team
- Evaluate the department of student services and employ continuous improvement strategies
- Coordinate strategic planning and assessment efforts for unit
- Develop and manage \$400,000 budget
- Work collaboratively with college staff and faculty to ensure a student-centered approach for all functions related to the intake process, enrollment management, and customer service
- Manage the student due process procedure for adjudicating charges and violations of the Student Code of Conduct
- Represent the campus at designated community events and maintain working relationships with local K-12 school system
- Serve as a member of the SACS COC leadership response team
- Serve on college-wide committees

### **Teacher Education Coordinator**

*Broward Community College, Ft. Lauderdale, FL*

**Nov '06 - Jul '08**

- Working under a Title V grant, served as Broward Community College's teacher education liaison to Florida Atlantic University
- Planned, developed, and implemented systematic activities to maximize the transfer rate of students in the teacher education program to Florida Atlantic University
- Provided academic and career counseling to students regarding the teacher education programs
- Communicated programmatic changes at Florida Atlantic University, State Department of Education and Broward County Schools to the staff
- Coordinate transfer services at FAU

### **Program Manager**

*Nova Southeastern University, Ft. Lauderdale, FL*

**Aug '05 - Nov '06**

- Maintained communication plan with students regarding academic issues
- Generated and analyzed enrollment reports during each registration period
- Trained students, faculty and staff on using WebCT
- Monitored student participation in online courses
- Participated in recruitment events including open houses and online chats/information sessions
- Conducted orientation for incoming students
- Provided admission counseling to prospective students

### **Doctoral Enrollment Counselor**

*Nova Southeastern University, Ft. Lauderdale, FL*

**Sep '04 - Dec '05**

- Provided counseling to all beginning and current doctoral students in business, public, and international business administration
- Evaluated transcripts for all incoming students
- Registered all new students for their first term and all continuing students for dissertation, capstone and the comprehensive exam
- Maintained student accounts, verify tuition and fee accuracy, communicate with the Bursar's Office and students as needed
- Participated in recruitment events including open houses and online chats/information sessions; conduct orientation for incoming students
- Communicated with professors regarding student status
- Acted as Liaison with the Office of Student Financial Aid, Bursar's Office, Registrar's Office, and the International Students Office

### **Assistant Director**

*Florida Atlantic University, Boca Raton, FL*

**Sep '02 - Sep '04**

- Managed and implemented all undergraduate recruitment and outreach activities including four annual open houses and a guidance counselor luncheon
- Developed and planned various admission workshops and receptions
- Participated in various recruitment events nationwide
- Recruited prospective students within an assigned territory
- Provided admissions counseling in person, via email and on the telephone to prospective students
- Evaluated student files for admission to the University
- Managed daily campus visitation program including campus tours and information sessions
- Manage files of students appealing denial to the university; present files to the appeals committee for review and approval
- Served as ADA Coordinator for the Admissions Office
- Served on various university wide committees

### **Admissions Counselor**

*Florida Atlantic University, Boca Raton, FL*

**Jun '01 - Sep '02**

- Recruited prospective students within an assigned territory
- Provided admissions counseling in person and on the telephone to prospective students
- Developed admissions recruitment video for distribution to prospective students
- Evaluated files for admissions to the University
- Served as ADA Coordinator for the Admissions Office

- Managed files of students appealing denial to the University; present files to the appeals committee for review and approval
- Served on university committees

## PRESENTATIONS

Davis, C. (2008). A Partnership Approach to Mentoring Students through a Title V Grant Initiative. Presented at the National Association of Community College Teacher Education Programs Conference in Denver, CO.

Davis, C. (2007). Title V Initiatives at FAU-Davie. Presented at the Florida Association of Teacher Education Programs Conference in Orlando, FL.

## COMMITTEE INVOLVEMENT

- Foundations of Excellence – First Year Experience Committee
- Deans Council
- Enrollment Management Committee
- Students Services Council

## RECENT PROFESSIONAL DEVELOPMENT

- National Behavioral Intervention Team Association (December 2011)
- Association of Florida Colleges – Student Development (May 2011)
- First Year Experience Conference (February 2011)
- NASPA Region III Summer Symposium (June 2010)
- League for Innovation in the Community College (March 2010)
- Texas A&M Assessment Conference (February 2010)
- First Year Experience Conference (February 2009)
- National Association of Community College Teacher Education Programs (February 2008)
- Florida Association of Teacher Education Programs (June 2007)

## PROFESSIONAL AFFILIATIONS

- AACRAO – American Association of Collegiate Registrar's and Admissions Officers
- AFC - Association of Florida Colleges
- ASCA – Association for Student Conduct Administration
- FACRAO - Florida Association of Collegiate Registrar's and Admissions Officers
- NACADA – National Academic Advising Association
- NASPA - Student Affairs Administrators in Higher Education