

Billee Silva

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7291 Monarch Lane

Fort Myers, Florida 33912

Education:

Central Michigan University: B.A. - 1986

Florida Gulf Coast University: M.Ed. - 1999

Experience:

November 1994 -
Present

Edison State College – Student Services

Ft. Myers, Florida

May 2008 –
Present

Registrar

- Provide overall leadership for the Office of the Registrar.
- Interpret and enforce the Florida State residency requirements.
- Ensure student academic records are maintained, updated and accurate.
- Approval of FACTS.org transient and admissions applications.
- Monitor and update the Student Self Service modules for admission and registration.
- Ensure the registration process is conducted with efficiency and with ultimate regard for customer service.
- Review and approve State and Federal admissions and enrollment reports.
- Certify timely completion of start of term and end of term processes.
- Supervise staff in the performance of daily assigned duties and conduct performance evaluations.
- Maintain records of productivity for functional area and establish processing deadlines.
- Principle Designated School Official for SEVIS, interprets and enforces policies regarding Immigration issues.
- Assure the inclusion of all approved administrative and curriculum changes to the College catalog.
- Coordinate and oversee Lee Campus Commencement Ceremonies.
- Develop and administer the department budget.

March 2004 -
May 2008

District Director of Student Development

- Directs and oversees programs and activities to identify and recruit prospective students.
- Represents the College at various community and/or business meetings; promoting the programs Edison offers.
- Manages the assimilation of appropriate college information & develop ways to effectively market this information.
- Maintains strong liaisons with area high schools through continuous contact and collaboration with principals and counselors.

- Continuously develops new business contacts to facilitate recruitment of non-traditional students.
- Designated School Official and Advisor for International Students, responsible for all INS data reporting.
- Coordinates the planning and development of student information documents and promotional materials, including the prospectus and college catalog.
- Organizes campus events to support recruiting and retention efforts.
- Oversees the implementation of cultural, recreational and service activities for students.
- Responsible for purchases and managing budgets.
- Assists with Registration & Graduation.
- Supervises and provides leadership for the District Office of College Information and Recruitment and Student Activities.

July 2001-
March 2004

Coordinator of College Information and Recruitment

- Same responsibilities as above. Was promoted to District Director.

July 1998-
July 2001

Student Development Specialist

- Responsible for overall success of the District's student outreach and recruitment.
- Processed all non-degree seeking admission applications.
- Established effective internal and external collaboration relationships for efficient promotion of programs and recruitment events.
- Served as the Designated School Official for the F-1 student program and advised international students on rules and regulations pertaining to F-1 status.
- Responsible for processing and mailing acceptance letters for the District.
- Provided supervisory oversight for the Peer Tutoring Lab.
- Served on the Banner Implementation team for Admissions and Recruitment.
- Assisted the Dean of Students with the design and development of publications.

November 1994 -
July 1998

Staff Assistant for the Office for Admissions, Records and Registration

- Office Manager for the Office of the Registrar.
- Registered students, tracked incoming and outgoing transcripts.
- Input Admission applications.
- Handled the admission process for all incoming international students.
- Processed petitions and petition letters.
- Handled correspondence & special reports for the Director of Admissions and Records.
- Processed student enrollment verifications, athletic eligibility and subpoenas.
- Posted transfer credit and eligible military credit in the Student System.
- Supervised the timely and accurate production of the schedule tabloid.
- Approved all requests for incoming and outgoing transient status students.
- Analysis and resolution of student disputes when the Director of Admissions and Records was not available.

Internships:

November 1998-
April 1999

Florida Gulf Coast University – Student Services
Ft. Myers, Florida

- Developed the Community College Counselors' Manual.
- Designed the High School Counselors' Guidebook.
- Assisted the Dean of Student Services.

May 1986-
August 1986

Temple University – School of Allied Health
Philadelphia, Pennsylvania

- Screened graduate applications for the Physical Therapy Program.
- Reviewed transcripts and processed degree audits.
- Entered the admissions decisions into the Student System.

Honors and Awards

- Edison Community College Presidents Award 2004
- Outstanding First-Year Student Advocate Nominee – National Resource Center for The First-Year Experience & Students in Transition 2004-2005
- FACRAO Outstanding Support Staff 1998

Professional Activities

- AACRAO Registrar 101 and FERPA, Chicago Illinois 2008
- Future Leaders Institute, Savannah Georgia 2006
- University of Oklahoma National Symposium on Student Retention, Albuquerque New Mexico 2006

Professional Memberships

- Florida College Registrars and Admission Officers (FCRAO)
- Florida Association of College Registrars and Admission Officers (FACRAO)
- Southern Association of College Registrars and Admission Officers (SACRAO)
- American Association of College Registrars and Admission Officers (AACRAO)
- National Association of Foreign Student Advisors (NAFSA)
- Florida Association of Community Colleges (FACC)
- Council of Student Affairs (CSA)
- National Association of Professional Women (NAPW)

Presentations

- Edison State College 2011
FERPA Workshop
- Florida College Registrars and Admission Officers Annual Conference 2008
Immigration Workshop
- Council of Student Affairs Summer Conference 2006
Help One Person Excel – Scholarship Opportunity for First Generation Students
- National Association of Foreign Student Advisors Regional Conference 2005
F-1 for Beginners
- Florida Department of Education SUS Workshop 2004
Benefit of a Community College Education
- Lee, Collier, Charlotte and Hendry County School Districts 1998-2008
College Knowledge and Financial Aid Workshops