

**Kristen A. Zimmerman**  
120 Andre Mar Dr.  
Ft. Myers Beach, FL 33931  
(727) 642-3670  
E-mail: kzspartan@yahoo.com

---

**OBJECTIVE** To serve students and the college community as an effective leader in higher education.

**EDUCATION** **The University of Florida, Gainesville, Florida**  
Post-graduate Certificate in Community College Executive Leadership, May 2004

**Michigan State University, East Lansing, Michigan**  
Master of Arts, May 1999; Major: Student Affairs Administration, Educational Administration  
Bachelor of Science, May 1997; Major: Family and Community Services, Human Ecology

**PROFESSIONAL EXPERIENCE**

01/11 to present **Dean, Program Development and Baccalaureate Initiatives, Edison State College, FL  
Myers, FL**

- Assume all roles and responsibilities of Associate Dean, Baccalaureate and University Programs below
- Develop baccalaureate program unit plans, prepare and administer budget
- Responsible for all phases of new baccalaureate program development
- Provide leadership for all planning, direction and evaluation of the baccalaureate programs
- Coordinate initiatives with the State Department of Education requirements for specific disciplines at the baccalaureate level
- Work with the baccalaureate-level departmental leadership to supervise existing programs for academic quality, program content, community relations, recruitment and retention.
- Facilitate the curriculum and program development process for proposed new programs.
- Assist program administrators in the selection, hiring, supervision and evaluation of faculty and adjunct assignments. Prepares credentialing guidelines for baccalaureate courses and supervises the completion of the student review of instruction surveys and professional improvement.
- Evaluate and analyze enrollment trends, student satisfaction, program relevance and related student services to insure effectiveness of upper division offerings. Assist with the creation of class schedules.
- Maintain open communication with Edison's academic Deans and the student services staff regarding all upper level courses and programs. Recommend initiatives and program improvement strategies.

06/10 to 01/11 **Interim Campus Dean, Edison State College, Collier Campus, Naples, FL**

- Managed all aspects of campus operations and compliance with College academic and administrative policies and procedures
- Recommended staffing plans, provided supervision of campus student services, faculty services, academic support services and supervised all full and part-time faculty and staff supporting these areas
- Developed campus academic unit plans and budget
- Determined schedule of courses each term, including staffing and support, cancellations, innovative modalities and semester length options. Managed an increase in full time enrollment growth of 14.5%
- Collaborated with academic associate deans and deans on student and instructional issues

11/07 to 10/10 **Associate Dean, Baccalaureate and University Programs, Edison State College, Ft. Myers, FL**

- Developed and implemented strategic plan for providing baccalaureate programs
- Served as a compliance liaison with the State Department of Education, SACS, and other regulatory agencies in the development and implementation of new baccalaureate programs.
- Worked with the baccalaureate-level department leadership to supervise existing programs for academic quality, program content, community relations, and recruitment and retention.
- Explored options for the expansion of baccalaureate offerings through Edison State College and prepared all State Board of Education program proposals.
- Provided meaningful educational opportunities to our students and community by cultivating articulation agreements and partner programs that align with Edison College associate degree offerings.
- Coordinated educational activities with partner institutions to ensure that partner needs are met with high quality and timely delivery of approved programs.

- Managed University Center staff and coordinates marketing and recruitment strategies
- Managed consistent annual enrollment growth of 65% between 2007 and 2010.

- 11/06 to 11/07 **Baccalaureate Specialist, Baccalaureate and University Programs, Edison College, Ft. Myers, FL**
- Developed baccalaureate policies and procedures to align with State and College requirements
  - Assisted with State program proposals and assessment of current and future programs
  - Implemented new baccalaureate programs and supervise baccalaureate advising services
  - Recommended new baccalaureate programs and initiatives
  - Managed program assessment, faculty assignment and student service procedures for baccalaureate programs
- 6/06 to 12/06 **Consultant, Baccalaureate Programs, St. Petersburg College, St. Petersburg, FL**
- Consult on admissions, progression and graduation procedures for baccalaureate students
- 6/03 to 06/06 **Baccalaureate Program Specialist, St. Petersburg College, Tarpon Springs, FL**
- Managed admission and registration process for COE students and organized appeal process
  - Managed faculty advising process
  - Developed advising resources (online and traditional) for use with prospective and admitted students
  - Assisted Dean and faculty committees with decisions related to student requests, appeals and grievances
  - Monitored probationary and at-risk students and coordinated with Student Support Services to develop B.S. services for high risk students
  - Created graduation procedures for COE and perform degree audits
  - Implemented and facilitate new student orientations
  - Counseled students on issues related to academic and professional success, including progress toward graduation
  - Monitored student progress, including GPA, testing requirements and course completion
  - Supervised academic advisors and staff assistant
  - Member of Quality Enhancement Committee to review accreditation and continuous improvement
  - Advised students in Kappa Delta Phi (honors fraternity)
- 6/02 to 6/03 **Counselor, St. Petersburg College, Tarpon Springs, FL**
- Developed the admissions processes for the Baccalaureate Degrees offered in the College of Education
  - Recruited and advised Bachelor's Degree seeking students preparing to pursue a degree at SPC
  - Monitored eligibility for student financial assistance and chose scholarship recipients
  - Assumed all additional responsibilities as listed in the Academic Advisor position below
- 6/01 to 6/02 **Academic Advisor, St. Petersburg College, Tarpon Springs, FL**
- Advised current and prospective students in pursuit of certificates, Associate and Bachelor degrees at SPC and Florida State Universities
  - Certified graduation for degree seeking students
  - Administered career interpretations for undecided students and members of the community
  - Advised the SPC Tarpon Campus Volunteer Club
  - Coordinated of the Experiential Learning Program on the Tarpon Campus
  - Presented transfer student workshops to students pursuing a Bachelors degree
  - Traveled to local high schools to advise prospective students
  - Referred students and faculty to appropriate resources in the College and the Community
  - Presented advising and counseling information to faculty and students in academic courses
  - Corresponded with Student Support Services to assist high risk students in retention efforts
- 6/99 to 6/01 **Academic Advisor, The University of Tampa, Tampa, FL**
- Advised students on academic requirements for Baccalaureate programs
  - Facilitated seminar courses to assist with retention of probationary students
  - Trained faculty members to advise and register new transfer and freshman students
  - Assisted the faculty Academic Appeals Committee with student issues
  - Developed and maintained University of Tampa Academic Advising Office Internet page
  - Created degree outlines for all Baccalaureate programs
  - Coordinated transfer student registration and orientation
  - Implemented transfer student workshops to acclimate new students to the University culture

- Supervised student employees who assist with daily responsibilities of the Academic Advising Office
- Supervised students in the Peer Advising program (pilot program developed summer 2000)

8/97 to 5/99

**Admissions Associate/Graduate Assistant, Michigan State University, East Lansing, MI**

- Counseled transfer and freshman applicants of Michigan State University
- Provided information to potential students through college, high school and office visitations
- Reviewed undergraduate applications and referred students to appropriate campus contacts
- Helped organize new student orientations and informational programs
- Coordinated an annual update transfer program for all Michigan community college advisors
- Presented admissions material at weekly programs on campus to varying numbers of attendees
- Designed equivalency guides to help students/advisors determine transferability of courses
- Developed informational publications for advisors and students including newsletters and documents
- Presented financial aid, scholarship and residence life information to students/advisors
- Member of Transfer Scholarship Review Committee
- Assisted students transitioning from a two-year environment to a Baccalaureate environment;

8/98 to 5/99

**Service Learning Staff Advisor/Graduate Assistant, Michigan State University, East Lansing, MI**

- Advocated student learning through involvement in community service and experiential learning
- Connected undergraduate students with internship, volunteer and community service opportunities
- Served as a liaison between Michigan State University and surrounding community organizations
- Recruited volunteers for human service organizations and school districts (Education majors)
- Assisted in administrative duties of the Service Learning Center and presented to students in classes

5/98 to 8/98

**Admissions Practicum, Lansing Community College, Lansing, MI**

- Recruited community college students
- Administered on-site admission, testing and advising of prospective students
- Developed, implemented, supervised and evaluated phone survey of potential students

**HONORS AND ACTIVITIES**

Serve on School Advisory Committee for San Carlos Park Elementary School, Lee County, 2011-2012  
 Member of ELearning Committee, Edison State College, 2011  
 Vice Chair of Deans' Council, Edison State College, 2010-present  
 Golden Key National Honour Society Liaison, Edison State College, 2010-present  
 Board Member, Friends of Rookery Bay, Naples, FL, 2010-2011  
 Member of First Year Experience, Student Support sub-committee, Edison State College, 2010-2011  
 Member of Behavioral Intervention Team, Edison State College, 2009-2010  
 Served on Division of Florida Colleges Baccalaureate Approval Review Committee, 2009-2010  
 Member of SACS Compliance Committee and Leadership Team, Edison State College, 2009-present  
 Member of New Programs Committee, Edison State College, 2009-present  
 Serve on Executive Leadership Team for the Student Assessment Committee, Edison State College, 2009-2010  
 Member of Student Assessment Committee, Edison State College, 2009-present  
 Associate Chair of Dean's Council, Edison State College, 2009-present  
 Associate Chair of Dean's Council, Edison State College, 2009-present  
 Member of Student Services Council, Edison State College, 2009-present  
 Member of Audit Committee, Edison State College, 2009-present  
 Co-Chair of Improvement Dimension of Foundations of Excellence self-study, Edison State College, 2009-2010  
 Chair, Baccalaureate Implementation Committee, Edison State College, 2006-2010  
 Selected for the Community College Executive Leadership program, SPC & University of Florida 2003-2004  
 Coordinator of the Tampa Bay Region of the Florida Association for Women in Education (FAWE), 2002-04  
 Co-authored *To Serve and Learn* Book Review, Journal of Higher Education, 1999  
 Employee of the Month, The University of Tampa, 2000  
 Member of *NACADA* (*National Association of Academic Advisors*) and *FACC* (*Florida Assn of Comm Colleges*)  
 Academic Deans List, Michigan State University & Templeton Fellows Recipient, 1999  
 Michigan Campus Compact Leadership and Faculty Institute Service Learning Conferences, 1998

**OTHER SKILLS, EXPERIENCES & CONFERENCE PARTICIPATION**

Attended Foundations of Critical Thinking Conference, 2011

Attended Professional Development workshops on diversity, learning style development, generational differences, student success practices, 2011  
Attended Statewide Council of Instructional Affairs meetings 2011-2012  
Panel Member, Community College Baccalaureate Association, 2008, 2009, 2011  
Presented at the 2010 Community College Baccalaureate Association Conference  
Attended 2010 White Water Institute on Program Assessment and Outcome Development  
Attended Community College Baccalaureate Association Conference 2008, 2009, 2010, 2011  
Attended StemTech Leadership Conference, 2010  
Attended Southern Association of Colleges and Schools- Commission on Colleges (SACS-COC) Conference, 2010  
Developed Experiential Learning Portfolio process, Edison State College 2009  
Trained to administer the Myers-Briggs Type Indicator personality test  
Presented at the 2000 National Academic Advising Association conference and 2004 Futures Conference  
Computer proficient in a Windows environment and in Internet applications, Peoplesoft, Banner and REGIS  
Participated in grant writing efforts as an undergraduate student, student intern and within professional positions