

**From:** christine [christine.weber221@gmail.com]  
**Sent:** Wednesday, January 25, 2012 1:54 PM  
**To:** bhinter@siue.edu  
**Subject:** Academic Advisor position - Christine Weber  
**Attachments:** Advising Philosophy-Christine Weber-College of Arts & Sciences-SIUE 1-25-12.docx; Christine Weber resume Ac Advisor SIUE College of Arts & Sciences 1-25-12.docx  
**Flag Status:** Flagged

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January 25, 2012

Brian Hinterscher, Coordinator of Advising  
Southern Illinois University Edwardsville  
College of Arts & Sciences Undergraduate Advising  
Campus Box 1609  
Edwardsville, IL 62026

Dear Mr. Hinterscher:

The accompanying resume and advising philosophy are in response to the listing for an Academic Advisor in the College of Arts and Sciences at Southern Illinois University Edwardsville.

I am especially interested in this position because I have over 17 years of experience in academic advising at the community college level. Through my years of experience I have gained the ability to accurately assess students, determine their educational needs and provide guidance.

A broad working knowledge of the education system supports my quest to continue advising college students. I will always be dedicated to the empowerment and success of college students.

I would appreciate an opportunity to meet with you and discuss this further. Due to relocation from southern Illinois I chose to be unemployed as of September 6, 2011.

Sincerely,

Christine M. Weber

**Christine M. Weber**  
**7115 Glades Avenue**  
**St. Louis, MO 63117**  
**(618) 843-1064**

**Career Objective:** Accomplished academic advisor seeking a position in the College of Arts & Sciences at Southern Illinois University Edwardsville. Proven ability to develop and implement advising strategies that promote student success and college objectives.

### **Work History**

Illinois Eastern Community Colleges, Olney Central College  
Academic Advisor/Job Location & Development Coordinator  
January 3, 1994 – September 6, 2011

### **Academic and Career Advisement**

- Assisted in the retention process by providing academic and career assistance to an average of 200 students a semester for over 17 years.
- Experienced consistent enrollment increases, as much as 25% in a semester.
- Performed pre-enrollment activities through individual and group informational meetings, telephone inquiries, written correspondence and recruiting events.
- Advised many disciplines while assisting students transferring to universities.
- Intermediate Banner, Microsoft Power Point, Word and Excel 2010 experience. Proficient in Microsoft Access.
- Member of the National Academic Advising Association (NACADA).
- Provided accurate placement and fostered student success through transcript evaluation, Asset and Compass test score interpretation and consideration of the student's goals.
- Provided ongoing academic and career assistance throughout the student's college career.
- Designed, organized and provided instruction for credit classes and non-credit workshops based on the academic level, goals and needs of the participants. Some of the topics covered include new student orientation, college success skills, stress management, time management, resume writing, networking, job interviewing and human resource management.
- Provided critical transfer information and course selection assistance to university bound students.
- Monitored and created projects independently and as a team member.

### **Marketing/Public Relations**

- Managed, scheduled and performed recruiting responsibilities for a 13 county, multiple campus community college district offering over 100 career & technical education programs.
- Established and maintained effective relationships with students, faculty, staff and administration within our community college district as well as area high school staff and community organizations served by the college.

### **Interpersonal Communication Skills**

- Ability to communicate and function effectively in any academic environment & setting.
- Fostered a positive and interactive relationship with each student to aid in their success and graduation.
- Collaborated with other student services staff members to develop consistent registration and registration processes.

### **Strategic Planning**

- Responsible for budgeting, spending and reporting federal grant monies based on mandated requirements.
- Met and exceeded federal grant requirements for 17 years.
- Served as an active member of many college committees.
- Assisted with North Central Association of Colleges self-assessment process for continued accreditation.

### **Education**

MS in Education, Community Counseling concentration, Eastern Illinois University 2002  
BS in Business Administration & Marketing, St. Mary of the Woods College, 1989

## **Advising Philosophy**

**Christine Weber**

**College of Arts and Science**

**Southern Illinois University Edwardsville**

**January 25, 2012**

My advising philosophy is to assist each student based on their individual needs. As the position certainly requires multitasking that doesn't mean that each student can't be given the individual attention that they need to be successful. The process begins from the inquiry stage and ends with graduation from their chosen program.

A productive student/advisor relationship is critical to the success of the student's college career. From beginning to end advising a student may include any or all of the following:

- The core curriculum can be a complicated maze for students. By providing a clear understanding of what is required, and why it is required, a student can better navigate through the process. As an example, why an Interdisciplinary Studies course is required is as important as knowing what courses satisfy the requirement.
- Students need a clear understanding of curriculum requirements of their degree program and the process to reach the graduation stage. This may be a simple process between the student and an advisor or quite complex and ever changing.
- Helping students break through any barriers that may be hindering their ability to be successful is critical. This may require referring a student to one or more of the support services offered by college.
- Provide curriculum and career information when assisting an advisee with choosing or changing majors. This must be understandable to a student which is accomplished differently from student to student.
- When adding and dropping classes student's need to consult their advisor to clearly understand the impact on course selection of future semesters as well as any changes to their graduation timeline. It is also important that they be advised to find out the impact this may have on their financial aid, work study, etc. by taking a proactive approach.
- Students need to be given the empowerment to become successful during their college career. Even a transfer student may not be aware of their responsibilities in the college process. This doesn't mean they become self-sufficient, it means they are given the knowledge and skills that will result in their ability to handle all aspects of the college process.

## **References**

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