

# Joanna Cady Aguilar

## Education

**Master of Education in College Student Services Administration**  
Oregon State University, Corvallis, OR, June 1999

**Bachelor of Arts in Sociology**  
Humboldt State University, Arcata, CA, May 1997

## Career Summary

Higher education-focused experience in and appreciation for academic advising, career counseling, new student orientation, and student leadership programs. Team-oriented leader, supporting the addition of staff and college-based advising centers to enhance and promote services to improve persistence, retention, and graduation. Key contributing member of campus-wide committees and work groups dedicated to foster student success.

## Experience

*California State University, East Bay, Hayward, CA*

**Academic and Career Counselor Coordinator**, January 2011-Present

**Interim Academic and Career Counselor Coordinator**, October 2010-January 2011

*Academic Advising and Career Education (AAACE)*

- Confidently serve as lead counselor and working-supervisor for a professional counseling staff of 17 and manage counselors' activities to ensure that advising and career services are up-to-date and accessible for students
- Research, resolve, and respond to challenging student situations; review and reconcile records to successfully petition acceptable courses for general education and graduation requirements with the Records and General Education Offices; and redefine and improve the advising processes for incoming freshmen and transfer students
- Develop, implement, and lead two-month training program for new counselors, combining general academic advising and career counseling theories and practices with Cal State East Bay's academic policies and procedures and AAACE's mission; and include colleagues with expertise in specific programs and populations
- Effectively collaborate with Admissions, other advising offices, academic departments, and Records Office to improve documentation and application for academic policies and procedures to ensure students' successful progress towards graduation by serving as an active key member on campus-wide committees and work groups
- Assist the Office Manager/Event Coordinator and Employer Relations Coordinator with logistical organization of three annual campus-wide career fairs, bringing together off-campus employers, faculty, staff, alumni, and current students
- Primary AAACE partner to the Assistant Manager for Student Life and Leadership Programs and Orientation Coordinator in coordinating and planning of academic advising and career development components of six Freshman and four Transfer summer orientation sessions; and creation and update of the New Transfer Student Guide handbook

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## **Academic and Career Counselor, July 2009-January 2011**

### *Academic Advising and Career Education*

- Provided advising for new and current undergraduate students, utilizing PeopleSoft student records systems to interpret general education and degree requirements, academic probation and disqualification, graduation, and University policies
- Served as lead advisor for students in Program for Accelerated College Education (PACE), managing an active caseload of over 250 working students; also advised them with regards to major requirements for Human Development and Liberal Studies and specific course plans for current and future terms
- Actively incorporated career counseling into individual and group sessions, offering general job search strategies, resume and cover letter critiques, practice interviewing, and administration and interpretation of Myers-Briggs Type Indicator (MBTI) and Strong Interest Inventory (SII)

## **Academic Advisor, August 2004-July 2009**

### *Concord Campus (Concord, CA)*

- Provided advising for prospective, new, and current undergraduate students with regard to general education and degree requirements, general major information, academic probation and disqualification, graduation, and University policies
- Managed the training of new and current advisors and assisted in the coordination of academic advising services and programs for the campus
- Expertly advised students on academic probation, as well as those who had been academically disqualified, and offered strategies to improve their academic standing
- Reviewed coursework taken by students at other institutions and recommended appropriate placement to complete outstanding degree requirements for approval by the General Education Office at the Hayward Campus

## **Academic Advisor, January 2003-August 2004**

### *University Advisement Center*

- Advised undergraduate students regarding general education, graduation requirements, and academic probation, with special outreach to undeclared students
- Supervised four graduate interns, who advised freshmen and undeclared students regarding general education, graduation requirements, and the major selection process
- Oversaw the selection, training, and supervision of the Peer Advising Leaders (PALs), who assisted with advising at freshman orientation

## **Professional Affiliations**

- Member, CSU Advising Directors
- Member, National Academic Advising Association (NACADA)