

Joan V. Miller

EDUCATION

M.Ed. College Student Affairs	Pennsylvania State University	May, 2013
MEQ, Master's Equivalency	Pennsylvania Department of Education	June, 1984
B.S. Education	Pennsylvania State University	May, 1978

Graduate Coursework, Education Administration and Supervision 2000-2003
St. Joseph's University, Philadelphia, Pennsylvania

- Twenty-one credits in organization and administration, leadership, supervision, research, curriculum development, and finances

HIGHER EDUCATION EXPERIENCE

Academic Adviser/ Graduate Assistant

Division of Undergraduate Studies, Pennsylvania State University
August 2011-Present

- Manage advising roster of seventy-five first-year exploratory students
- Teach students to use intentional decision-making regarding course selection and exploration
- Establish intentional environments to enhance the building of rapport and trust with students
- Develop collaboration, program planning, and scholarship through committee work with Think Global, First Year Testing, Consulting, and Advising Program, and Research and Assessment Teams
- Deliver Accepted Student Admissions Presentations
- Build professional competencies and scholarship through Professional Shared Readings
- Co-advise the student DUS Leadership Council
- Deliver educational programs for students and families

Student Conduct Intern

Office of Student Conduct, Pennsylvania State University
Fall Semester, 2012

- Facilitated student disciplinary conferences as a case manager
- Utilized helping skills to develop empathic and trusting relationships with students
- Facilitated discussions to help students reflect on alleged violations, accountability, and opportunity for growth and development
- Assigned appropriate administrative and educational sanctions
- Focused additional study on decision-making in the conduct environment

Academic Adviser

**First Year Testing, Consulting and Advising Program (FTCAP), Pennsylvania State University
Summer, 2010-2012**

Consulting

- Initiated discussions with first-year students enrolled in all University Park colleges regarding academic goals and decision-making to determine appropriateness of fit with selected college of enrollment

Presenting

- Introduced an overview of the academic structure of the university, general education, and foundational curricular courses for Penn State's various colleges of enrollment
- Promoted important academic strategies such as time management and use of resources

Advising

- Assisted first-year students enrolled in the Division of Undergraduate studies with the selection of appropriate courses to support their exploration and meet graduation requirements

Mentor

**Morgan Academic Support Center for Student Athletes, Pennsylvania State University
January, 2010-Present**

- Meet regularly with assigned athletes to provide support with time management, study techniques, note taking, and morale
- Build a relationship of mutual trust and respect from which to provide support
- Assist student athletes with monitoring their current grades, exams, and assignments

Teaching Assistant

**HI ED 556: Higher Education Students and Clientele, Pennsylvania State University
Spring Semester, 2013**

- Applied educational background to assist in the planning of course content
- Assisted students with questions related to application of content to course assignments
- Shared personal experience of integrating student development theory with course content

WORK HISTORY

Educator

**Central Bucks School District, Doylestown, Pennsylvania
1978-2011**

Instructional Support Teacher

2000–2011

- Facilitated instructional support process with administrators, parents, and teachers by utilizing strong communication and counseling skills
- Used assessment tools to collect, interpret, and organize instructional data
- Developed action plan of interventions to enhance academic growth
- Co-administered development of 504 accommodation plans

- Provided pre-referral information to educational evaluation reports
- Facilitated Building Communication Team meetings
- Planned and delivered building level professional staff development

Classroom Teacher, Grades 5 and 6

1990– 2000

- Planned and delivered lessons using differentiated instruction
- Developed positive learning communities
- Utilized cooperative learning strategies

Learning Support Resource Room Teacher, Grades K-6

1980– 1990

- Delivered instruction based on Individual Education Plans
- Developed Individual Education Plans
- Worked as inclusion specialist with classroom teachers to adapt curriculum

PROFESSIONAL INVOLVEMENT/HONORS

Professional Memberships

- College Student Educators International (ACPA)
- National Academic Advising Association (NACADA)

Presentations

- NACADA Region 2 Conference, Annapolis, MD March 2012
Environments Speak: What is Yours Saying?
- ACPA National Convention, Las Vegas, NV March 2013
Environments Speak: What is Yours Saying?

Awards

- NACADA Region 2 Conference Student Grant March 2012