

Lisa McGuire

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Academic Background

Virginia Polytechnic Institute & State University. Blacksburg, VA.
Doctoral Candidate, Educational Leadership and Policy Studies
Anticipated date of completion – May 2006.

Courses included: College Teaching, Staffing Practices, Institutional Effectiveness and Student Outcomes Assessment, Change Management, Organizational Behavior, and Organizational Psychology

State University of New York, College at Buffalo. Buffalo, New York.
Master of Science in Student Personnel Administration. May 1996.

Kent State University. Kent, Ohio.
Bachelor of Science in Advertising. August 1991.

Professional Experiences

Program Coordinator, Student Development Programs. University of Southern Indiana, Evansville, IN. July 1996-August 2001.

Leadership Development

- Created and implemented university-wide leadership programming.
- Created and taught *Blazing Trails* an 11 week not-for-credit class
- Created and co-facilitated *Pathfinders* a three-day training program on facilitation skills
- Created and facilitated roundtable discussions for certificate program
- Coordinated several on-going leadership conferences: Corporate Leadership Weekend, Executive Board Leadership Retreat
- Coordinated retreats, training and development activities, and conferences for student populations including: women students and faculty, Fraternities and Sororities, Student Government Association, and Residence Hall Council.
- Facilitated icebreakers and team-building activities for sections of Honors 101, Women and Society, Decision Making Science (1998-2001).
- Collaborated with Honors Program, Center for Teaching and Learning Excellence, and local Social Security Administration office to coordinate three-part Social Security Forum, involving 10 classrooms representing disciplines from Health Care, Education, Business, English and Social Work – involving over 300 students (2000).
- Coordinated annual student recognition programs

Administration

- Managed budgets up to \$72,000
- Assisted with departmental and divisional strategic planning
- Supervised one undergraduate intern
- Coordinated assessment of Leadership Academy

Advisor, Activities Programming Board

- Supervised 10-member board made up of three Executive Board members (paid) and seven Directors (volunteers), in addition to 10-20 committee members
- Assisted students with coordinating campus-wide programming which included: Film Series; Coffee House programs; Comedians and Novelty programs; Weekly public relations and spirit program: Screaming Eagle Thursdays; Fall Formal; Homecoming; and Family Weekend
- Conducted student performance evaluation of executive board
- Coordinated retreat training and on-going development programs

Professional Experience (continued)

Student Organizations

- Coordinated administrative work for over 80 student organizations including: organization registration, programming grants and office space allocation
- Managed database records for organizations, leadership students
- Coordinated audits of student organization files
- Created student organization manual
- Created and implemented *Intent to Organize* manual for new organizations

Orientation

- Coordinated Welcome Weekend program for over 500 first-year students (1998 - 1999)
- Coordinated student advising appointments for approximately 2000 students over 7 sessions (1998 - 1999)
- Presented workshops on campus life and student involvement to parents (1997 - 2000)
- Coordinated Transfer Student Orientation sessions, Spring 2000 and 2001

Advising

- Interfraternity Council (Spring 1999)
- Habitat for Humanity, USI Campus Chapter (1997-1999)
- PRIDE (People Respecting Individuals' Diversity Everywhere) (1997-1998)
- Delta Sigma Theta Sorority (1996-1998)
- Student Government Association (1996-1997)

Store Manager, Interior Accents by Steve. Buffalo, New York. March 1993-July 1994.

Supervised four sales associates, including employee hiring, orientation, training and annual performance appraisals; Responsible for stock recommendations, merchandising display, stock care, promotional events, and in-home decorating consultations

Assistant Manager, Lerner New York. Buffalo, New York. August 1991-March 1993

Supervised 6 - 15 sales associates, including employee orientation, training, annual performance appraisals and holiday hiring; Responsible for merchandising display, stock care, daily sales reports

Coordinator, Children's Site. Cleveland RiverFest Corporation. Cleveland, Ohio.

May 1991-August 1991. Coordinated novelties activities and displays with local and regional agencies and vendors for Children's site; Responsible for site management over three-day festival (one-million attendees); coordinated stage entertainment with local Fox television affiliate.

Other Relevant Experiences

Communications Coordinator, Higher Education and Student Affairs. Graduate Assistantship. Virginia Polytechnic Institute and State University. Blacksburg, VA. August 2001-present. Maintain databases of current Master's and Doctoral students, Faculty, Graduate Assistant supervisors, and Alumni; facilitated distribution of weekly announcements; Editor, HESA newsletter, published twice yearly; coordinated HESA Alumni & Friends Reception at National Conventions; assisted with recruitment of Master's and Doctoral students; Maintain program web site.

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Other Relevant Experiences (continued)

Graduate Assistant, Center for Studies in Creativity. State University of New York College at Buffalo. Buffalo, NY. August 1995-June 1996. Assisted with 1995 International Conference on Creativity including designing program, arranging for a/v, and working with keynote presenters; Coordinated site arrangements and contracts for 1996 International Conference on Creativity; Audited departments academic records; Coordinated recruitment program for undergraduate minor and undergraduate courses.

Resident Assistant, Kent State University, Kent, Ohio. August 1988-May 1989. Duties included: Educational, cultural, social and philanthropic programming for building of 600; supervised floor with 64 women.

Instructional Activities

Virginia Polytechnic Institute & State University

Undergraduate Courses on Leadership:

LDRS 1016: Exploring Citizen Leadership (Spring 2003, Spring 2004, Spring 2005).

LDRS 1015: Exploring Leadership Training (Fall 2003).

Undergraduate Course on First Year Experience:

EDHL 2984: First Year Seminar, WING Program (Fall 2002).

Graduate Course on Student Development and Higher Education

ELPS 5314: Theory and Appraisal of Student Development (Fall 2002; co-taught course with Dr. Joan Hirt).

Research Activities

The Hazing Experiences Inventory. (In Progress). Lead Investigators: Lisa McGuire and Dr. Steven Janosik.

The Nature of Work for Student Service Administrators at Hispanic Serving Institutions. (2004). Lead Investigators Joan Hirt, Melanie Hayden, Ian Austin, Lisa McGuire.

Publications

Hirt, J.B., Esteban, R., & McGuire, L. (2003, Summer). The worklife of student service professionals at rural community colleges. *Community College Review*, 31(1), 33-53. Editor's Choice Article, non-refereed.

Hirt, J.B., Kirk, G.R., McGuire, L.M., Mount, T.P., & Nelson-Hensley, S.M. (2003, Fall). How student affairs administrators spend their time: Differences by institutional setting. *College Student Affairs Journal*, 23(1), 7-26. Refereed.

Honors

Recipient, McComas-Chambless Scholarship, Educational Leadership & Policy Studies Department, Virginia Polytechnic Institute & State University, 2004.

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Presentations /Workshops

International

Roberts, D., Goodman, A., Morgan, J., McGuire, L.M., Mendoza Patterson, M., Tyree, T., and Williams, R. (October 1999). *Designing Collaborative Leadership Programs that Span the Curriculum and Co-curriculum: Single Office Initiatives*. International Leadership Association. Atlanta, GA.

National

Roberts, D., Goodman, A., Morgan, J., McGuire, L.M., Mendoza Patterson, M., Tyree, T., and Williams, R. (March 1999). *Designing Collaborative Leadership Programs that Span the Curriculum and Co-Curriculum: Single Office Initiatives*. Association of College Personnel Administrators National Convention. St. Louis, MO.

Regional

1998 NACA Summer Workshop Series, Student Government Midwest Workshop Selected as one of four group facilitators; workshops presented: *Retreat & Training Ideas*; *Committee Chairs & Reps Roundtable*; *Time Management for Leaders*; and *Strategic Planning for Student Organizations*.

State and Local

McGuire, L.M. (November 2004). *Leading the Way for Others to Lead: A Journey*. Keynote Presentation, Leadership in Engineering Conference, hosted by the Virginia Tech Student Engineers' Council. Blacksburg, VA.

McGuire, L.M. (January 2003). *Deciding What's Important*. Academy of Leadership Excellence. Virginia Polytechnic Institute & State University. Blacksburg, VA.

McGuire, L.M. (February 2002). *Habits of Leadership*. Academy of Leadership Excellence. Virginia Polytechnic Institute & State University. Blacksburg, VA.

McGuire, L.M. (January 2002). *Empowerment and Motivation*. Academy of Leadership Excellence. Virginia Polytechnic Institute & State University. Blacksburg, VA.

McGuire, L.M. (October 1999). *Creativity and the Six Thinking Hats*. Leadership Evansville Youth Leadership program. Evansville, IN.

McGuire, L.M. (March 1999). *Managing Priorities over Managing Time*. Leadership Evansville Youth Leadership program. Evansville, IN.

McGuire, L.M. (April, 1998). *Planning for Personal and Organizational Success · Empowering Ourselves to Lead*. Castle High School. Newburgh, IN.

McGuire, L.M. (November, 1997). *Empowering Ourselves and Others to be Involved*. Mt. Vernon High School. Mt. Vernon, IN.

McGuire, L.M & Frederick, J. (April, 1996). *Strategic Planning for Student Organizations*. Keynote Presentation for Spring Leader's Conference. St. John Fisher College. Rochester, NY.

McGuire, L.M. & Frederick, J. (April, 1996). *Time Management for Leaders*. St. John Fisher College. Rochester, NY.

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Affiliations

American Association of Higher Education. Member 2001 - present.

American College Personnel Association. Member 1995 – present. Member: Commission IV: Students, Their Activities, and Their Community 1995-present. Commission IV Directorate (1998-2001). Chair, Leadership Education Committee (1998-99).

National Association of Student Personnel Administrators. Member 2001-present.

Association of College Unions International, Region 9. Member 1996-1998, Steering Committee Member: Student Development Chair (1996-98).

Professional Development

1995, 1996, 1997, 1998, 1999, 2000, 2003. American College Personnel Association National Convention.

1997-1998. Leadership Educators Conference. University of Maryland College Park. College Park, Maryland.

2002. NACA/National Leadership Symposium. Richmond, Virginia.

2000. NACA/National Leadership Symposium Co-chair. Richmond, Virginia.

1999. International Leadership Association. Atlanta, Georgia.

1999. *What Matters Most*. Franklin Covey Workshop. Evansville, Indiana.

1996, 1999. NACA Illiana Regional Conference. Springfield, Illinois.

1998. *SIMPLEX CPS Facilitation Skills Workshop*. Evansville, Indiana.

1997. *SIMPLEX Creative Problem Solving Workshop*. Evansville, Indiana.

University Service

Student Affairs Staff Development Committee, University of Southern Indiana.

Student Affairs Vision/Mission Committee, University of Southern Indiana.

Orientation Programming Committee, University of Southern Indiana.

Search Committees, University of Southern Indiana:
Assistant Director of Intramurals; Director of Student Development Programs –Chair;
Residence Life Area Coordinator, University of Southern Indiana.

Community Involvement

Volunteer, Montgomery County Humane Society. Blacksburg, Virginia. Fall 2002.

Facilitator, Youth Leadership Program, Leadership Evansville. Evansville, Indiana. 1998-2000.

Junior League of Buffalo. Buffalo, New York. 1992-1995.

First Night Buffalo. Buffalo, New York. 1994, 1995.

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