

Joan F. Delese

2 Klingers Road
Drums, PA 18222
(570) 788-4434

- Qualifications:**
- Expertise in development and implementation of recruitment programming and planning.
 - Effective communicator and public speaker.
 - Strong interpersonal and organizational skills.
 - Computer literate in Windows, Macintosh Systems and software including; Microsoft Word, Excel, Power Point, Access and Internet Communications.

Professional Experience

May, 1996
to present

Admissions Counselor II, Penn State Hazleton, Hazleton, PA

- Initiate, develop and implement recruitment initiatives and programs
- Responsible for marketing Penn State to secondary school students and their parents; travel both in and out of state.
- Cultivate Guidance Counselor awareness and maintain positive relationships with these individuals
- Give public presentations to prospective students, families, and community members both in and beyond the local service area
- Conduct market research and provide strategic interpretation of data.
- Cost and administer project budgets.
- Provide on campus interviews and counseling to both traditional and non-traditional students.
- Evaluate and process applications for prospective students
- Solely responsible for campus Veteran Affairs including outreach, certification of benefits, academic progress evaluation; act as liaison between veteran student and both the Veterans Administration and the University; hire and supervise veteran work study students.

October, 1986
to May, 1999

Staff Assistant VI, Student Affairs Penn State Hazleton, Hazleton, PA

- Unofficial admissions representative responsible for assisting with the development, planning, and implementation of all aspects of the admission recruitment process.
- Coordinate departmental work flow; supervise and train clerical staff and work study students.
- Prepare and coordinate departmental budget.
- Point of contact for all telephone, mail and walk-in inquiries.
- Collect data and prepare reports on enrollments, University Conduct Standards, and Veteran Affairs.

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February, 1986
to October, 1986

Secretary C, Student Affairs, Penn State Hazleton, Hazleton, PA

- Maintain seven budgets in the department.
- Coordinate college work study program and payroll.
- Assist students and families with the Financial Aid process.
- Compile and edit student publications including; Student Handbook and Job Placement Manual.
- Provide clerical duties such as receptionist and typist; perform day to day functions such as; filing, opening and distributing mail and answering the telephone.

Education:

The Pennsylvania State University
Associate of Science Degree in Business Administration
May, 1986

The Pennsylvania State University
Currently pursuing, Bachelors of Science in Business,
emphasis in Marketing and Management
Have completed 86 of 122 credits

Community Involvement and Activities

Lion Ambassador Advisor
American Cancer Society
Hazleton Funfest Planning Committee
American Red Cross
Family Risk Assessment Program Fox Chase Cancer Center
United Way

Professional Organizations and Committees

Pennsylvania Association of Secondary School and College Admissions Counselors
Northeast Pennsylvania Admissions Association
Pennsylvania Association of Veteran Administrators
Penn State University CQI Admissions Review Team
Commonwealth College Strategic Planning Committee
Hazleton Campus Hearing and Appeals Board

Personal and Professional References Available Upon Request