

Diane LeGree

Dear Assistant Vice Chancellor/Dean of Students Search Committee:

I am writing to express my interest in the Assistant Vice Chancellor/Dean of Students position. As my resume illustrates, I have over twenty years of professional experience in the planning, administration, and delivery of student services and programs which contribute to campus and student life. I have been fortunate to serve in Student Affairs positions which have allowed me the opportunity to gain extensive experience in the areas of administration; managing resources and personnel; and implementing programs, services, through department, divisional, and campus-wide initiatives.

I currently serve as the Dean of Student Affairs for Sixth College at UC San Diego. In my role, I provide oversight for the Student Affairs and Residence Life functional areas of the college; including personnel management, program and resource delivery, community development, conduct adjudication, crisis management, college student government and student organization advising, co-curricular programs, and the development and implementation of policies and procedures. My responsibilities within the college also include participation in the Sr. Management team, which under the direction of the college Provost, make decisions about the implementation of college initiatives, student support, academic programs, and student time to degree. I work regularly with college colleagues, campus partners, and faculty to deliver services and resources to students to assist them with their personal and academic success at UC San Diego.

In my previous position, as the Director of Student Life at UC Riverside, I was responsible for setting the vision and direction for department and campus-wide programs and initiatives. I provided oversight for programs and resources such as Orientation for first year and transfer students, First Year and Commuter Programs, the management and advising of over 400 student organizations and fraternity/sorority life, and the implementation of leadership development and co-curricular programming. I regularly collaborated with campus partners and student leaders to implement department, division-wide, and University goals; all in an effort to meet the needs of students and provide intentional experiences for them. I oversaw several budgets within the department which included multiple funding streams; the department operational budget, department programming budget, campus Orientation budget, and advisory oversight for the Associated Students Programming Board budget.

Other components of my professional experience are my creativity, strong organizational and administrative skills, my attention to detail, my commitment to diversity and educating about social justice issues, and my ability to put student development theory into practice.

I believe my professional and educational experiences will complement this position and I am excited about the prospects this position presents. I look forward to an opportunity to discuss my qualifications with you. Thank you for your consideration.

Sincerely,
Diane LeGree

Diane LeGree

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EDUCATION

Doctor of Philosophy in Education, Emphasis in Higher Education and Student Affairs, August 2015
Claremont Graduate University, Claremont, California

Master of Education, Student Personnel Administration in Higher Education, June 1997
Western Washington University, Bellingham, Washington

Bachelor of Arts, Political Science, June 1994
University of California, Davis, California

PROFESSIONAL EXPERIENCE

Dean of Student Affairs

Sixth College, University of California, San Diego, CA, May 2013 – Present

Responsible for enhancing the quality of the undergraduate experience through the development and coordination of programs and initiatives which promote student learning and development. Provide oversight for residential life, student government, student organizations, student leadership opportunities, judicial affairs, community development, programming initiatives, Student Affairs budget, and Student Affairs college facilities.

- Responsible for personnel management of Sixth College Student Affairs and Residential Life, including recruitment, training, supervision, and evaluation of professional staff
- Direct supervision of three professional staff members; indirect supervision of seven professional staff members and seventy-five student staff
- Develop annual Student Affairs operational budget with the College Business Office; serve in an advisory capacity for Sixth College Student Government budget
- Coordinate emergency and crisis management
- Serve as the principal administrator for students of concern; work with campus partners to meet personal, academic, and wellness needs of students
- Adjudicate academic integrity and student conduct code cases
- Assist with development and implementation of college policies and procedures
- Coordinate college initiatives and programs such as Sixth College Commencement and coordinate college participation in campus-wide programs and initiatives for campus yield events and family programs
- Implement programs consistent with the college theme of Culture, Arts and Technology
- Collaborate with the other College Deans, and campus partners, to coordinate initiatives and implement policy and procedure across the colleges
- Collaborate with the Vice Chancellor of Student Affairs division on the implementation of college and campus wide initiatives
- Coordinate co-curricular aspects of the college including student leadership and development

Director, Student Life

Student Life, University of California, Riverside, CA, August 2008 – April 2013

Provided vision and leadership in design, organization, marketing and implementation of comprehensive, innovative programs and services designed to assist new students in their transition to the University; supported over 400 student organizations and their leaders, provided programs and resources to the student body and University community, and facilitated student leadership development. Oversaw department operating budget involving multiple fund sources and types of funds

- Managed and provided overall direction for Student Life programs: New Student Orientation, First Year Programs, student organizations, fraternity and sorority life, Commuter Programs, and leadership development
- Direct supervision of four professional staff members and one Graduate Intern; indirect supervision of six professional staff members and 70 student staff members.
- Responsible for personnel management of the department

- Facilitated department strategic planning
- Developed policies and procedures for student organizations
- Assisted with the planning and implementation of campus-wide programming initiatives
- Hired, trained, and supervised department student Program Assistants

Director, Campus Activities and First Year Programs

Student Life, University of California, Riverside, CA, August 2006 – August 2008

Planned, directed, implemented, and evaluated campus-wide First Year and Orientation programs to assist new first year and transfer students in their transition to UCR. Provided creative leadership in design, development, marketing, implementation, evaluation and assessment of evening, weekend and large scale programming experiences outside of the classroom that addressed and met the needs of UCR's diverse student body.

- Supervised two professional staff members and two graduate interns
- Collaborated with the academic college Associate Deans, academic college staff, and campus partners in planning and implementing first year programs and Orientation
- Oversaw Orientation Programs for 4,500 first year students and their families, and 1,000 transfer students
- Managed the annual zero-based Orientation budget
- Recruited, selected, trained and provided general supervision for sixty Orientation Counselors, and eleven Orientation student leadership positions
- Oversaw the Associated Students Program Board on all aspects of event programming and organizational operations
- Maintained positive relationships with internal and external agencies in the execution of campus events

Assistant Director, Student Orientation and Involvement

Student Life, University of California, Riverside, CA, July 2004 – August 2006

Planned, directed, implemented, and evaluated the Family Orientation Program, including a Spanish Language session; assisted with the management and implementation of New Student Orientation Programs; assisted in the development of campus wide programs which fostered support for learning, involvement, leadership, and community building; assisted with the planning, development, implementation, and evaluation of a First Year Experience program for new students.

- Assisted in the recruitment, selection, training, and supervision of forty five Orientation Counselors, and four Lead Orientation Counselors
- Hired, trained, and supervised two Program Assistants
- Developed and coordinated the annual Emerging Leaders Program
- Maintained the Student Life Leadership Library
- Assisted with training and development of the College of Humanities Arts and Social Sciences (CHASS) CONNECT Learning Community
- Coordinated large scale campus-wide programming
- Served as the Interim Advisor for the Associated Students Program Board
- Served as the Interim Director from September 2005 – August 2006
- Served as the Coordinator for Student Orientation and Involvement July 2004 – September 2005

First Year Experience Coordinator

Middle Earth Housing, University of California, Irvine, CA, August 2000 – July 2004

Developed, implemented, and evaluated complex wide programming for a student community of approximately 1550 undergraduate students around six student development theme areas: Academic Success, Identity Development, Interpersonal Relationships, Health and Wellness, Ethics and Values, and Career Development; supervised the first-year specific complex-wide and student development theme area programming efforts of 24 Resident Advisors and 15 Community Programmers; managed first year experience program budget; managed the Middle Earth summer conference program of 21,000 bednights.

- Trained all student staff in the first year experience program
- Coordinated the first year experience components of Welcome Week
- Coordinated, implemented, and assessed six for-credit academic courses
- Met regularly with faculty for academic courses
- Developed and maintain liaison relationships with campus departments and offices to facilitate first year experience programming
- Worked with University offices in the planning and execution of University outreach efforts
- Adjudicated student conduct cases
- Provided emergency and crisis response through an on-call duty system
- Selected, supervised, trained, and evaluated summer Conference Assistants
- Selected, supervised and evaluated the summer Resident Advisor
- Developed learning outcomes for the first year experience program
- Developed and taught an academic success resource based first year seminar

Coordinator of Student Development

Housing and Residential Life, California Polytechnic State University, San Luis Obispo, CA, August 1997 – June 2000

Managed all administrative responsibilities, educational programming, and facility concerns for a First Year Connection residence hall of 600 undergraduates, and the College of Engineering Living Learning Program residence hall of 215 undergraduates; supervised, evaluated, and provided on-going training for a Resident Advisor staff of ten; selected, supervised, and trained one Desk Manager and ten desk staff workers each year; advised a residence hall council, with a programming budget in excess of \$5,000; provided emergency and crisis response through an on-call duty system serving 2,800 undergraduate students; interpreted, implemented, and aided in the development of departmental policies and procedures for residents and student groups.

- Developed and assessed educational, social, cultural, community, safety, and faculty programs and services based on a learning outcome model
- Assisted in the recruitment, selection, and training of sixty Department-wide Resident Advisors
- Collaborated with San Luis Obispo agencies for on-going community service programs
- Adjudicated student conduct cases, with an emphasis on education and personal responsibility
- Advocated and fostered an inclusive environment with a commitment to diversity
- Provided on site counseling and referral for students with academic and personal concerns
- Created and assessed programming based on a learning outcomes model directed at acclimating first year students in their academic and social transition to college
- Developed relationships with the Associate Dean, faculty, and staff in academic colleges to facilitate academic connections within the residence hall and through the Faculty Associate program
- Managed a residential complex, which included a "Multicultural House" and a "Honors House"; developed programs to meet the needs and interests of a diverse student population
- Implemented comprehensive Living Learning Program associated with the College of Engineering; focused on faculty interaction, programming, academic skill development, peer networking, and career exploration.

PROFESSIONAL DEVELOPMENT

- Member, American Educational Research Association, 2010-present
- Member, Association for the Study of Higher Education, 2010-present
- Member, National Association of Student Personnel Administrators, June 1996-present
- Member, American College Personnel Association, 2000 – 2011
- Member, National Orientation Directors Association, 2004-2009
- Co-Chair, Western Training Institute, Western Association of College and University Housing Officers, 2002
- Member, Planning Committee, Western Training Institute, Western Association of College and University Housing Officers, 2001
- Member, Western Association of College and University Housing Officers, August 1997 – July 2004

TEACHING EXPERIENCE

- Co-Instructor, HASS 001, course for first year students in academic difficulty. Assisted in curriculum development, co-facilitated weekly discussion section, UC Riverside, Fall 2005. In 2008, assisted in restructuring the course and course content.
- Instructor, University Affairs 199, developed and taught "Keys to Academic Success" course for first year students, UC Irvine, Fall 2001, Fall 2002, and Fall 2003
- Co-Instructor, University Affairs 199, Resident Advisor/House Assistant Class, UC Irvine, Spring 2001 and Spring 2002
- Co-Instructor, Psychology 251, Resident Advisor Class, Cal Poly San Luis Obispo, Fall 1997, Fall 1998, Spring 1999, and Spring 2000
- Co-Instructor, Education 125, "First Year Connection Course", Cal Poly San Luis Obispo, Fall 1999

Date Submitted: 02/05/2017

Biographical

First Name:	Dlane	Last Name:	LeGree	Middle Name:	
Primary Phone:		Secondary Phone:		Street/PO Box:	
City:		Country:	US	State:	
Zip:		Identity E-mail:		Alternate E-mail:	

General Information

Do you have a valid CA Driver's License?	Y	If you are under 18, you must have graduated from high school or received a GED certificate or have a valid work permit in order to be employed by the University. Do you meet this requirement?	Y
Upon hire, will you be able to provide proof of eligibility to work in the U.S., as specified in the Immigration Reform and Control Act of 1986?	Y	Do you have any relatives employed by the UC Riverside?	N

UCR Relatives

General Educational Information

Do you have a high-school diploma or equivalent (GED)?	Y	Do you intend to engage in further educational study?	N
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Educational History

University of California, Davis

Country:	US	State:	CA
GPA:		Is/was this a degree program?	Y
Degree:	BA	Major:	Political Science
Start Date:	09/1990	Date degree conferred or expected:	06/1994

Western Washington University

Country:	US	State:	WA
GPA:		Is/was this a degree program?	Y
Degree:	MED	Major:	Student Personnel Administration
Start Date:	09/1996	Date degree conferred or expected:	06/1997

Claremont Graduate University

Country:	US	State:	CA
GPA:		Is/was this a degree program?	Y
Degree:	PHD	Major:	Education
Start Date:	09/2008	Date degree conferred or expected:	08/2015

Employment History

Can contact this employer or for a reference check: Yes

Dean of Student Affairs

Name of Employer:	University of California, San Diego	Is current employer:	Y
Type of Business:	University	Number of Hours/Week:	40

Starting Date:	05/2014	End Date:	
Supervisor:	Daniel Donaghue	Supervisor Phone:	
City:	San Diego	State:	CA
Country:	US	Salary Type:	Annual
Starting Base Salary(\$):	85000	Ending Base Salary(\$):	114565
Starting Bonus/Incentives(\$):		Ending Bonus/Incentives(\$):	

Duties Performed:

Responsible for enhancing the quality of the undergraduate experience through the development and coordination of programs and initiatives which promote student learning and development. Provide oversight for residential life, student government, student organizations, student leadership opportunities, judicial affairs, community development, programming initiatives, Student Affairs budget, and Student Affairs college facilities. Responsible for personnel management of college Student Affairs and Residential Life staff. Serve as the principal administrator for students of concern. Coordinate college initiatives and programs.

Reason for leaving:

Can contact this employer or for a reference check: Yes

Director of Student Life

Name of Employer:	University of California, Riverside	Is current employer:	N
Type of Business:	University	Number of Hours/Week:	40
Starting Date:	08/2006	End Date:	04/2013
Supervisor:	Tonantzin Oseguera	Supervisor Phone:	
City:	Riverside	State:	CA
Country:	US	Salary Type:	Annual
Starting Base Salary(\$):	40000	Ending Base Salary(\$):	65000
Starting Bonus/Incentives(\$):		Ending Bonus/Incentives(\$):	

Duties Performed:

Provided vision and leadership in design, organization, marketing and implementation of comprehensive, innovative programs and services designed to assist new students in their transition to the University; supported over 400 student organizations and their leaders, provided programs and resources to the student body and University community, and facilitated student leadership development. Oversaw department operating budget involving multiple fund sources and types of funds. Responsible for personnel management.

Reason for leaving:

Accepted a position at UC San Diego

Can contact this employer or for a reference check: Yes

Director, Campus Activities and First Year Programs

Name of Employer:	University of California, Riverside	Is current employer:	N
Type of Business:	University	Number of Hours/Week:	40
Starting Date:	08/2006	End Date:	08/2008
Supervisor:	Tonantzin Oseguera	Supervisor Phone:	
City:	Riverside	State:	CA
Country:	US	Salary Type:	Annual
Starting Base Salary(\$):	40000	Ending Base Salary(\$):	40000
Starting Bonus/Incentives(\$):		Ending Bonus/Incentives(\$):	

Duties Performed:

Planned, directed, implemented, and evaluated campus-wide First Year and Orientation programs to assist new first year and transfer students in their transition to UCR. Provided creative leadership in design, development, marketing, implementation, evaluation and assessment of evening, weekend and large scale programming experiences outside of the classroom that addressed and met the needs of UCR's diverse student body. Supervision of professional staff, graduate intern, and para-professional staff.

Reason for leaving:

Promotion to Director of Student Life

Can contact this employer or for a reference check: Yes

Coordinator/Assistant Director, Student Orientation and Involvement

Name of Employer:	University of California, Riverside	Is current employer:	N
Type of Business:	University	Number of Hours/Week:	40
Starting Date:	07/2004	End Date:	08/2006
Supervisor:	Alfredo Figueroa	Supervisor Phone:	
City:	Riverside	State:	CA
Country:	US	Salary Type:	Annual
Starting Base Salary(\$):	35000	Ending Base Salary(\$):	40000
Starting Bonus/Incentives(\$):		Ending Bonus/Incentives(\$):	

Duties Performed:

Planned, directed, implemented, and evaluated the Family Orientation Program, including a Spanish Language session; assisted with the management and implementation of New Student Orientation Programs; assisted in the development of campus wide programs which fostered support for learning, involvement, leadership, and community building; assisted with the planning, development, implementation, and evaluation of a First Year Experience program for new students.

Reason for leaving:

Promotional opportunity within department

Can contact this employer or for a reference check: Yes

First Year Experience Coordinator

Name of Employer:	University of California, Irvine	Is current employer:	N
Type of Business:	University	Number of Hours/Week:	40
Starting Date:	08/2000	End Date:	07/2004
Supervisor:	Carol Roberts-Corb	Supervisor Phone:	
City:	Irvine	State:	CA
Country:	US	Salary Type:	Annual
Starting Base Salary(\$):	30000	Ending Base Salary(\$):	35000
Starting Bonus/Incentives(\$):		Ending Bonus/Incentives(\$):	

Duties Performed:

Developed, implemented, and evaluated complex wide programming for a student community of approximately 1550 undergraduate students around six student development theme areas: Academic Success, Identity Development, Interpersonal Relationships, Health and Wellness, Ethics and Values, and Career Development; supervised the first-year specific complex-wide and student development theme area programming efforts of 24 Resident Advisors and 15 Community Programmers; managed first year experience program budget; managed the Middle Earth summer conference program of 21,000 bednights.

Reason for leaving:

Accepted a position at UC Riverside

Can contact this employer or for a reference check: Yes

Coordinator of Student Development

Name of Employer:	Cal Poly, San Luis Obispo	Is current employer:	N
Type of Business:	University	Number of Hours/Week:	40
Starting Date:	08/1997	End Date:	06/2000
Supervisor:	Suzanne Fritz	Supervisor Phone:	
City:	San Luis Obispo	State:	CA
Country:	US	Salary Type:	Annual
Starting Base Salary(\$):	30000	Ending Base Salary(\$):	30000
Starting Bonus/Incentives(\$):		Ending Bonus/Incentives(\$):	

Duties Performed:

Managed all administrative responsibilities, educational programming, and facility concerns for a First Year Connection residence hall of 600 undergraduates, and the College of Engineering Living Learning Program residence hall of 215 undergraduates; supervised, evaluated, and provided on-going training for a Resident Advisor staff of ten; selected, supervised, and trained one Desk Manager and ten desk staff workers each year; advised a residence hall council, with a programming budget in excess of \$5,000; provided emergency and crisis response through an on-call duty system serving 2,800 undergraduate students; interpreted, implemented, and aided in the development of departmental policies and procedures for residents and student groups.

Reason for leaving:

Three year contract ended

Licenses or certificates required for your area of employment interest

Other job-related skills

Conviction History

Have you ever been convicted of a criminal offense by any court?

No