

## DANNY J GOURLEY

### EDUCATION

Middle Tennessee State University, Murfreesboro, TN

**M.Ed. in Higher Education**

**2002**

**B.A. in English, *cum laude***

**1999**

Minor: Philosophy

Dean's List all eight semesters 1995-1999

### AWARDS AND CERTIFICATIONS

N4A Individual Certification	2013
Governor's Commendation Award for Customer Service	2011
The Chancellor's Customer Service Award – Best Team	2011
WSU Academic Advising Association Advising Level 2 Certification	2010
WSU Academic Advising Association Advising Level 1 Certification	2008
Division I-A Athletic Directors' Association CHAMPS Program of Excellence	2006
Fort Lewis Women's Conference Distinguished Service Award	2005
Fort Lewis Women's Conference Distinguished Service Award	2004

### RELATED PROFESSIONAL EXPERIENCE

University of West Georgia, Carrollton, GA

**Associate Director, Advising Center**

**2010 – current**

- Supervise and engage in performance management with seven full-time professional advisors.
- Establish, maintain, and promote effective relationships with the colleges and the school within Academic Affairs.
- Administer assessment of advising and retention programs.
- Teach UWG 1101 (first year experience) as needed.
- Serve as the academic advisement expert on USG's core curriculum and provide advising training to new faculty and professional staff.
- Represent the department on the Orientation Planning Committee and coordinate advisement services during new student orientation programs.
- Coordinate and develop the Advising Center's advisement program.
- Direct intense outreach to those undeclared students in jeopardy of losing financial aid as they approach 60 semester hours.

- Assist the Acting Director in the management and organization of the Advising Center.
- Demonstrate leadership in the setting and achieving of strategic and organizational goals.

Washington State University Athletics, Pullman, Washington

**Coordinator, Academic Resource Center**

**2005 – 2010**

- Managed annual wages budget of \$40,000 for academic support services.
- Advised undeclared and pre-major student-athletes for course selection.
- Assisted international students in their efforts to acclimate to national, state, and campus cultures.
- Conducted the recruitment, supervision, and performance evaluation of the hourly student staff of our computer lab, the guided study tutoring program, and the adaptive technology and literacy program.
- Coordinated group tutoring program for 80-100 at-risk student athletes.
- Cooperated with the primary advising center to satisfy requests for 1-on-1 tutoring to accommodate the entire student-athlete population.
- Liaised with Library Services, Center for Advising and Career Development, and departmental Computer Support Services.
- Co-facilitated supplemental instruction for MATH 099.
- Designed and maintained the website to provide access to information on key NCAA and academic policies 24/7.
- Researched academic progress software and online solutions and contributed to the proposal to buy GradesFirst.
- Served as advisor for track & field, cross country, swimming, and tennis teams, including students with diagnosed learning disabilities.
- Provided academic support to assigned football players.
- Partnered with Life Skills coordinator to deliver an annual academic fair.

**2003 – 2005**

- Advised Soldiers on academic and career goals.
- Monitored academic progress of Soldiers.
- Ensured all Tuition Assistance issued in accordance with Army Regulation 621-5.
- Conducted informational briefings and workshops.
- Coordinated annual Education Fair.
- Processed budgeting requests.
- Participated in purchasing and inventory duties with Supply Specialist.

Middle Tennessee State University Athletics, Murfreesboro, TN  
**Tutor/Learning Specialist**

**1997 – 2002**

- Provided study skills review for and advised at-risk football players and students with diagnosed learning disabilities.
- Recruited, hired, and trained new peer tutors.
- Tutored students in college level math courses.
- Proofread essays and business letters.

#### SOFTWARE/PROGRAM SKILLS RELATED TO THE PROFESSION

- SunGard Banner
- Blackboard and Desire2Learn LMS
- GradesFirst
- Ellucian Degree Works
- DARS
- MAPWorks, EBI
- Dreamweaver
- OpenText
- Microsoft Office
- Active Data Exchange

#### MEMBERSHIPS

President, Professional Association of Academic Advisors at UWG, 2011-present  
NACADA, 2010-present  
N4A, 2005-2010 and 2012- present

Orientation Planning Committee, UWG	2010 – current
Advisor Search Committee, UWG	2012
Registrar Associate Search Committee, UWG	2012
Chair, Advisor Search Committee, UWG	2011
President’s Commission to Improve Graduation and Retention, UWG	2011
Chair, Advisor Search Committee, UWG	2010
N4A Regional Transfer Equivalency Committee	2009 – 2010
Information Systems Coordinator Search Committee, WSU	2007

TEACHING EXPERIENCE

University of West Georgia, Carrollton, GA	
<b>Instructor – UWG 1101 “First Year University Experience”</b>	<b>2011</b>
Developed syllabus and overall course structure, and administered all assessments and grades.	
Washington State University, Pullman, WA	
<b>Supplemental Instructor – MATH 099 “Intermediate Algebra”</b>	<b>2009</b>
Co-facilitated practice sessions to include mock exams and assistance with MyMathLab practice problems.	

CONFERENCES AND TRAINING

National Academic Advising Association Conference	2013
NACADA Drive-In Conference	2011
MAP-Works Training Conference	2011
National Academic Advising Association Conference	2011
Safe Zone Training	2011
National Symposium on Student Retention	2010
National Association of Academic Advisors for Athletics Conference	2009
WSU Annual Women’s Award Ceremony	2009
WSU Annual Women’s Award Ceremony	2007
National Association of Academic Advisors for Athletics Conference	2006
U.S. Army Planning, Programming, Budgeting/Execution System	2005
Department of Defense Purchase Card Tutorial	2005
Fort Lewis Women’s Conference	2005
Fort Lewis Women’s Conference	2004
Department of Defense Worldwide Symposium on Education	2003
U.S. Army Department of Community Affairs Customer Service Training	2003
U.S. Army Leadership Development Course	2003
U.S. Army Supervisor Development Course	2003
Department of Defense Test Control Officer Workshop	2003
Administering, Supporting, and Troubleshooting Microsoft Windows 2000	2003
CompUSA Introduction to Microsoft PowerPoint	2003
CompUSA Introduction to Microsoft Access	2003
CompUSA Intermediate Microsoft Access	2003
CompUSA Intermediate Microsoft Excel	2003
CompUSA Intermediate Microsoft Word	2003