

Danny J. Gourley

SUMMARY:

Six years experience advising pre-major and undecided students in a college environment and two years advising experience with non-traditional students in Army education. Detailed self-starter with excellent organizational and creative skills. Committed to the highest levels of professional and personal excellence.

PROFESSIONAL EXPERIENCE

2010-Present University of West Georgia Carrollton, GA

Associate Director of Academic Advising, EXCEL Center

- Coordinate and develop EXCEL's advisement program for undeclared and certain pre-major students at UWG and assist in the university wide academic advisement program
- Supervise the work of Academic Advisors within the EXCEL Center
- Assist the Director of the EXCEL Center in the management and organization of the EXCEL Center
- Advise a caseload of undergraduate students on academic matters following a holistic philosophy of academic advisement
- Coordinate the EXCEL Center's program in career/major exploration and provide personal assistance to students in exploring career/major options in relation to their academic programs of study
- Coordinate program & provide services for academically at risk first year students
- Develop and present recruitment and retention programming (e.g., informational sessions for students and parents, participating in the College Success Seminar series and teaching the University first year experience course)
- Refer students to appropriate departmental offices, faculty, and support services for help with academic, personal, career counseling, academic skills development, and financial aid. Develop internet resources and other forms of technology to support advisement
- Maintain brochures and handouts as appropriate for academic advisement on UWG's campus
- Participate in orientation sessions, workshops, and other programs
- Contribute to the continuing development of the EXCEL Center through committee work and through work with academic departments and other campus offices
- Serve as liaison to other departments, offices or colleges
- Advocate on behalf of students with faculty, staff, colleagues, and parents, as appropriate
- Serve as the academic advisement expert on USG's core curriculum

2005-2010 Washington State University Pullman, WA

Coordinator, Academic Resource Center

- Co-facilitated MATH 099 supplemental instruction summer 2009
- Regular guest facilitator for HF 496: New Student Athlete Seminar
- Advised undeclared and pre-major students on the track & field, cross country, and tennis teams
- Monitored academic progress of students
- Recruited, hire, train, and supervise tutors for the Guided Study program, learning assistants for the Soma reading program, and ARC Monitors for the computer lab
- Maintained computer lab servicing 450 students, update active directory access, and oversee hardware and software upgrades
- Participated in recruiting activities to include university orientation for new students
- Conducted weekly academic meetings to teach study skills, time management, and organization
- Directed students in how to advocate for themselves with instructors and TAs
- Encouraged advisees to explore the many paths to career goals
- Referred students to appropriate campus services to include tutors, dieticians, counselors, financial aid coordinators, and substance abuse specialists

