

## Warren M. Hilton

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### *Professional Experience*

**Moravian College – Bethlehem, PA.** Moravian College is a selective small (1600 undergraduates and 400 graduate and continuing education students) private residential liberal arts college. Moravian College has an 86% first to second year retention rate and a 71% four year graduation rate.

Associate Dean for Student Development, March 2006-present

Responsibilities:

#### *Student Development*

- Promote student development goals and initiatives through supervision of staff and programs in Student Activities and Orientation, Community Service, and Career Development Offices
- Manage over \$850,000 budget and 4 director-level staff
- Assist the Vice President for Student Affairs in strategic planning related to leadership development and policy development for the division including assessment, information technology, and student governance
- Advise first year students, sophomores, and juniors regarding academic concerns
- Teach First Year Experience Course and assist with registering students for courses
- Supervise and oversee the United Student Government including its budget of \$275,000
- Develop and implement activities designed to foster leadership development, including the Emerging Leaders Program, credit based leadership courses, certificate programs and other activities
- Work with Residence Life staff to develop programming in the residence halls
- Assist in facilitating Residence Assistant and Resident Director Training
- Work with Judicial Affairs Officer to promote healthy behaviors
- Collaborate with Institutional Diversity staff to promote diversity and retain students of color (approximately 10% of Moravian College's undergraduate enrollment)
- Provide administrative oversight for the Student Events Council charged with using \$80,000 to plan a large concert, a speaker series, and senior class activities
- Advise Omicron Delta Kappa Leadership Honor Society, including oversight of annual campus Leadership Recognition Banquet
- Develop programming and information dissemination mechanisms for social issues such as diversity, social justice, moral intelligence and organizational effectiveness
- Coordinate assessment planning and initiatives for Division of Student Affairs including assisting director level staff with implementing appropriate assessment
- Work closely with Dining Services to increase student satisfaction and to promote healthy eating habits

#### *Enrollment Management*

- Assist Admissions staff with recruiting diverse students
- Assist in awarding Emerging Leaders Scholarships
- Assist Athletics Department with recruiting and retention efforts
- Serve on various committees including the Enrollment and Retention Council

Accomplishments:

- Received the highest praise by the Middle States Commission on Higher Education during Moravian College's accreditation process
- Won Vice President's Award for stellar contribution to the Student Affairs Division
- Assisted with achieving diversity recruitment goals and increasing the overnight Multicultural Visit Program attendance by 200%
- Raised over \$80,000 for student affairs programs and staff development

**Moravian College – Bethlehem, PA**

Director of Career Development, July 2003-March 2006

Responsibilities:

- Provided administrative oversight of an assistant director and an administrative assistant, and managed a \$20,000 budget
- Managed a comprehensive career center which provided career planning, assessment, job placement, experiential learning, and graduate school information and education
- Created and maintained a program to maximize students' opportunities to participate in internships, and related forms of experiential learning
- Developed a comprehensive approach for cultivating relationships with employers (20 new employers per year), recruiters, and internship sponsors
- Implemented a new online career management system and a new computerized interview simulator
- Collaborated with Alumni and Development Offices to involve over 50 alumni in an effort to strengthen alumni and corporate ties
- Coordinated career events that increased revenue by over \$10,000 annually
- Coordinated the *Careers in...* series with including events related to banking, creative arts, science and math
- Coordinated annual etiquette dinner and assisted in planning a *Women at Work Conference*
- Maintained, and marketed an alumni career mentoring network
- Collaborated with key campus administrative offices and faculty to enhance outreach efforts to provide programs and services to support students' career decision-making
- Tracked, analyzed, and published employment and graduate school data and statistics used by students, faculty, staff, and Trustees
- Maintained and updated Career Center website and Career Library as sources of information for students and other constituents

Accomplishments:

- Restored the reputation and increased visibility of the career center
- Secured over \$30,000 in grant funding/sponsorships
- Increased graduation school attendance by 5%
- Assisted senior class with achieving a 96% placement rate annually including a 23% graduate school attendance rate

**Johns Hopkins Bloomberg School of Public Health - Baltimore, MD.** Johns Hopkins Bloomberg School of Public Health is the top ranked school of public health with enrollment of over 2000 graduate students. Johns Hopkins Bloomberg School of Public Health has its own division of student affairs that includes admissions, financial aid, career development, disability support, minority affairs, community service, and registration.

Office of Career Services and Disability Support

Assistant Director, July 2001-July 2003

Responsibilities:

- Provided oversight during the Director's extended leave
- Counseled students related to career related matters including resume/curriculum vitae reviews
- Coordinated and facilitate career related workshops
- Marketed the services of the Career Services Office to faculty, staff and students
- Wrote the annual graduate outcomes report which included collected and analysis of data
- Assisted with orientation and commencement programs
- Managed all aspects of online career management system - eRecruiting
- Managed and coordinated a medium-sized career fair
- Performed benchmarking studies and report study findings to Directors and Deans
- Assisted with disability accommodations for students

Accomplishments:

- Assisted in creating the first online graduate outcomes survey
- Increased the number of workshops offer annually

**Villa Julie College - Stevenson, MD.** Villa Julie College (now Stevenson University) is a small (2600 students) selective institution founded in the Catholic tradition. The university boasts a career-focused education and a personalized environment for students.

Academic Advisor/Evening Administrator, February 2002-July 2003

- Provided academic advising to evening and adult students
- Managed orientation program for evening students
- Supervised adult education staff

**University of Maryland, College Park - College Park, MD.** University of Maryland is a large public research institution with over 35,000 undergraduate students and over 9000 graduate students. The Robert H. Smith School of Business is a nationally ranked business school with both undergraduate and graduate students.

Course Lecturer/Career Consultant, August 1999-July 2001

Instructor-Introduction to Leadership, August 2000-May 2001

- Provided instruction for Career Search Strategies Course (a required 1 credit course) in The Robert H. Smith School of Business
- Coordinated and managed career related symposiums for business, science, and liberal arts students
- Managed the budget for career course including billing for student materials and consultant fees
- Counseled students with regards to academic and career concerns
- Managed Job Fair budget which included over \$54,000 in revenues and \$34,000 in profits
- Served as Spring 2000 Job Fair Chairperson which included supervising a committee of 10 professionals and graduate assistants
- Provided career development workshops and corporate contacts for student organizations
- Created and marketed a Student Organization's Compact Disc Resume Book
- Chaired a search committee and trained new staff
- Participated in creating office policies and procedures, including a new employee orientation
- Served as Marketing Coordinator for the Fall 1999 Career Fair
- Provided instruction including class lectures, and team exercises for 3 credit leadership course
- Demonstrated leadership principles and effective management techniques
- Participated in leadership training with the premier higher education leadership experts

**Swarthmore College - Swarthmore, PA.** Swarthmore College is a small (1500 students) private, independent, liberal arts college that is extremely selective.

Counselor for Upward Bound Program, Summer 1999

- Counseled low income students with regards to academic interests
- Provided academic advising and tutoring in various subject areas

**Indiana University of Pennsylvania (IUP) - Indiana, PA.** IUP is a large (14,000 students) public state university with several branch campuses.

Graduate Assistant/Career Counselor, August 1997-May 1999

Coordinator - Late Night Programming, Spring 1999

Graduate Intern/Student Development, Summer/Fall 1998

Live-In Graduate Intern/Philadelphia Partnership, Summer 1998

- Managed nightly operations of career services office dedicated to serving 14,000 students
- Counseled individuals with regards to career concerns
- Presented career development workshops and seminars and coordinated a mock interview program for over 400 students a semester
- Developed a programming structure that provided an alternative to alcohol abuse and binge drinking

- Monitored budget and approved/declined funding requests
- Assisted in developing programs that attracted a diverse student population
- Performed tasks related to Fall Orientation such as facilitating activities, etc.
- Co-coordinated Six O'clock Series (university-wide educational program)
- Conducted comprehensive telephone survey regarding late night programming
- Counseled at-risk high school students with regards to academic interests
- Provided academic advising and tutoring in various subject areas
- Evaluated student performance and behavior, and recommended appropriate interventions

**Biotechnical Institute of MD - Baltimore, MD**

Volunteer, January 2002-Present

- Assist in placing students in internship and full-time positions in biotechnology companies
- Market program to biotechnology companies and research institutions

**CoreTech Consulting Group - King of Prussia, PA**

Consultant, February 1997-August 1997

- Provided user support for Microsoft Office Professional Suite, PC hardware and peripherals
- Maintained and monitored Novell and Windows NT network servers and clients

**E.I. DuPont de Nemours and Co. - Wilmington, DE**

Systems Manager, June 1996-February 1997

- Co-coordinated and implemented large (over 200 servers) data center consolidation
- Co-coordinated Network Server Disaster Recovery Plan

**E.I. DuPont de Nemours and Co. - Wilmington, DE**

Systems/Network Analyst, June 1995-June 1996

- Monitored, and supported Novell and Apple Servers for over 8000 customers
- Initiated and coordinated a community/college relationship program

***Education***

**Indiana University of Pennsylvania, Indiana, PA**

- Master of Arts, Student Affairs in Higher Education
- Bachelor of Science, Computer Science (Minor: Economics)

***Volunteer Service***

Greater Lehigh Valley Red Cross, Board Member

Minsi Trails Boy Scouts, Scoutreach Committee Member

Greater Shiloh Church, Youth Ministry Team Leader

NASPA, Region II Board Member

***Selected Presentations and Publications***

- Hilton, W.M. (2008, October). *Managing the Multigenerational Workforce*. New York University Medical Center, New York, NY
- Hilton, W.M. (2008, January). *Managing the Multigenerational Workforce in Healthcare*. New York Presbyterian Hospital, New York, NY
- Hilton, W.M. (2007, November). *Sportsmanship and Leadership*. Landmark Athletic Conference Student-Athlete Advisory Committee Conference, Bethlehem, PA.
- Hilton, W.M. (2007). *Moravian College Leadership Guide*. Bethlehem, PA.
- Hilton, W.M. (2007, October). *Congruence: Leading with Integrity*. Co-Curricular Leadership Certificate, Moravian College, Bethlehem, PA.
- Hilton, W.M. (2007, April). *Teaching Millennials*. Committee on the Advancement of Teaching, Moravian College, Bethlehem, PA.
- Hilton, W.M. (2007, February). *Job Search Skills for Tomorrow's Spiritual Leaders*. Moravian Theological Seminary Graduate Student Workshop, Bethlehem, PA.
- Hilton, W.M. (2006, November). *Employing the Millennial Generation*. Joint Meeting of ASTD/SHRM of Northern New Jersey, Totowa, NJ.
- Hilton, W.M. (2005, February). *Career Services Implications for the Future: A Look at Technology, Millennials, Learning Reconsidered, and CAS Standards*. Delaware Valley Student Affairs Conference, Blue Bell, PA.
- Hilton, W.M. (2004, December). *Millennials On-Campus: An Executive View*. President's Staff Meeting, Moravian College, Bethlehem, PA.
- Hilton, W.M. (2004, August). *Career Development Affects on Enrollment Management*. Enrollment Management Staff Retreat, Moravian College, Bethlehem, PA.
- Hilton, W.M. (2004). *Moravian College Career Guide*. Moravian College, Bethlehem, PA.
- Hilton, W.M. (2003). *Johns Hopkins Bloomberg School of Public Health Annual Graduation Report*. Johns Hopkins University, Baltimore, MD.
- Hilton, W.M. (2001, June). *The Biotech Industry: A Picture of Growth*. Eastern Association of Colleges and Employers Conference, Philadelphia, PA.
- Hilton, W.M. (1999, June). *Moving Forward: An Overview of Achieving Success*. Upward Bound, Swarthmore College, Swarthmore, PA.
- Hilton, W.M. (1998, November). *Understanding the Student Foreign Exchange Program*. Growing Together Magazine, Fall 1998 Edition, 11.