

### ***CS 3.9.3 - Qualified Staff***

The institution employs qualified personnel to ensure the quality and effectiveness of its student affairs programs.

#### **Compliance Finding: In Compliance**

##### **Narrative:**

The Division of Student Development of the University of South Carolina Beaufort (USC Beaufort) employs staff with appropriate credentials and experiences in the areas for which they are responsible. The unit adheres to employment standards that are consistent with its purpose and the mission of USC Beaufort. USC Beaufort's employment process requires that each applicant provide a detailed application, resume and cover letter that address the requirements outlined in the job description. A search committee follows guidelines consistent with University system, federal and state laws. Applications are screened to assure that most qualified candidates are invited to interview for the advertised position.

Student Development follows the policy of Performance Appraisal for Classified Employees [\[i\]](#) (H.R. 1.36) for evaluating the performance and effectiveness of its staff. All classified staff is evaluated annually on the anniversary of their hire date or the date of re-classification. Student Development staff supported by grants or grant research funds are exempt under the current policy. Staff credentials are on file in the Human Resources office.

All members of Student Development are encouraged to pursue professional growth and training. The Vice Chancellor for Student Development sets aside funds from the annual Student Development budget to support these activities. Individual staff members submit initial requests along with appropriate documentation for review and approval. During 2006-2007, staff attended conferences and workshops sponsored by national and state-wide professional agencies and organizations. Some of these include the ACT Enrollment Management Conference, Carolinas Association of Collegiate Registrars and Admissions Officers, USC Housing Officer Judicial Training Institute, South Carolina Education Opportunity Personnel Annual Conference, South Carolina Commission on Higher Education's Need Based Grant Roundtable, and Institute for Higher Education Policy.

<b>POSITION</b>	<b>NAME</b>	<b>DEGREE</b>	<b>PRIOR EXPERIENCE</b>
Vice Chancellor, Student Development	Vacant- Retirement February 29, 2008		
Assistant Vice Chancellor, Student Development	Robert J. Hohman	Ph.D	Director of Housing and Judicial Review, USC Beaufort Director of Advising, USC Beaufort Director Hilton Head Island Campus, USC Beaufort Assistant Superintendent, Avon Lake City Schools, Pennsylvania
Director of Admissions	Donna H. Webb	M.P.A	Coordinator of Academic Programs, University of Georgia, Tifton Campus Assistant Director of Admissions, Georgia Institute of Technology
Director of Career and Disability Services	Elizabeth Wilson	M.A. Educational Leadership and Policy Studies	Graduate Assistant, Career Services, Virginia Tech Practicum Student, Pamplin College of Business Undergraduate Programs, Virginia Tech Practicum Student, Student Athlete Academic Support Services, Virginia Tech
Director Financial Aid	Patricia Greene	B.S. Management	Financial Aid/VA Coordinator, Trident Technical College Financial Aid/VA Coordinator, Technical College of the Lowcountry
Director of Military Programs	P. Leslie Brediger	B.S. Aeronautical Science	Admissions Director, Technical College of the Lowcountry Director of Military Programs, Technical College of the Lowcountry
Director, Opportunity Scholars Program	Arturo U. Iriarte	Ph.D. Special Education and Counseling Psychology	Senior Administrator in Higher Ed Vice President of College Access Services
Director of Student	Kate Torborg	M.Ed. in College	Graduate Intern, Center for

<b>POSITION</b>	<b>NAME</b>	<b>DEGREE</b>	<b>PRIOR EXPERIENCE</b>
Life	Shuman	Counseling and Student Affairs Practice	Counseling & Student Development, University of Delaware Graduate Assistant, Student Activities, University of Delaware Orientation Leader & Peer Leader, First Year Programs & Orientation, Ithaca College

**Additional Staff Professional Development**

- NACA South Regional Conference
- USC Columbia Leadership Conference
- South Carolina Campus Safety Conference
- College Board Training Session
- DARWIN Workshop
- CORE Service Values Training
- Association of College/University Housing
- Capstone Budget Camp
- Volunteer Training for Advocacy Services to Victims of Rape/Sexual Assault
- USC Employee Assistance Program Workshop
- Learning from Tragedy: Debriefing from Virginia Tech and Looking Forward (Webinar)
- College Student Mental Health: Information and Suggestions for Academic Advising (Webinar)
- Tegrity Training
- Council for Opportunity in Education – Annual Performance Report Webinar
- Disability E-Workshop

**Supporting Documentation**

i [USC Policy and Procedure -- Performance Appraisal for Classified Employees](#)