

Nigel Richardson

January 31st, 2023

The Office of Undergraduate Affairs
University of Florida

Dear Senior Director of Advising Search Committee,

I am thrilled to submit my application for the inaugural position of Senior Director of Academic Advising. Based on your need for demonstrated excellence in academic advising, my effective communication skills and relevant experience at the University of Florida would be an asset to the Office of Undergraduate Affairs. My work experience includes coordinating academic advising initiatives, leading student recruitment efforts, developing academic orientation programs, and managing yearly cohorts of student groups. I possess eight years of professional advising experience in the University of Florida's College of Liberal Arts and Sciences' Academic Advising Center and two years of professional advising experience from Georgia Southern University's College of Business. Based on this position's requirement to serve as the most senior representative of advising and primary point of contact for professional academic advising at UF, I believe my familiarity with UF advising structure and experience implementing best practices for student success would be an asset the Office of Undergraduate Affairs.

It is clear you are looking for a candidate equipped with the knowledge and experience to coordinate and develop undergraduate advising across the University of Florida; additionally, a successful candidate for this role will be skilled in relationship building and managing multiple responsibilities. This is where I thrive. I lead multiple teams of professionals in my current role as well as spearhead yearlong planning for the CLAS Academic Advising Center. It is my relationship building techniques and exceptional organizational skills that allow effective balance of competing priorities. I provide academic advisement for over 43 major options, lead several teams within the AAC, and I am uniquely familiar with the multiple academic structures throughout campus. Furthermore, I work closely with several academic stakeholders to enhance UF's excellent service in academic advising to all undergraduate students. These experiences will benefit the Office of Undergraduate Affairs and help provide a foundation for the inaugural role of Senior Director of Academic Advising.

I possess the skills to lead and oversee coordination of undergraduate advising across the University of Florida; the opportunity to partner with enrollment management and campus stakeholders is one that brings me excitement. Ultimately, I believe I have the right combination of experience—advising, leadership, planning, and execution—to make a powerful contribution to the University of Florida.

I very much look forward to the opportunity to interview with you and have attached my resume and references for review. Thank you very much for your time and consideration.

Respectfully,



NIGEL RICHARDSON

PROFESSIONAL EXPERIENCE

Assistant Director for New Student Transitions

June 2021-Present

University of Florida, College of Liberal Arts & Sciences Academic Advising Center

- Lead team of six professional advisors in yearlong planning and operation of UF's Preview Orientation academic component.
- Manage 400K+ budget from UF Provost's office for hiring, recruiting, and training 55-65 faculty Preview advisors annually.
- Lead team of five professional advisors in yearlong planning and operation of CLAS PROMISE Advising Team.
- Supervise professional advisor(s) in their transition to the AAC, professional development, and advising responsibilities.
- Recruit, train, and supervise three annual summer Preview Orientation interns for the Academic Advising Center.
- Recruit, train, and supervise three biannual graduate assistants for the Academic Advising Center.
- Primary presenter for CLAS transfer student orientation program; rotational presenter for freshman orientation program.
- Faculty Advisor for CLAS Ambassador program (34 students); recruit, select, and train on a biannual basis.
- Member of AAC Leadership Team.
- Member of the collegewide Diversity Inclusion Steering Committee working to assess the state of diversity and inclusion in CLAS and recommend best practices for recruiting and retaining faculty, staff, and students.
- Provide leadership and vision for CLAS Timely Graduation ad hoc committee to develop student centered strategies aimed at timely graduation goals.
- Prepare annual transition report of newly admitted PROMISE students for the Office of Academic Support.
- Advise CLAS undergraduate students on major progression, academic requirements, university policy, course registration, and methods to enhance academic success.

Academic Advisor

July 2015-June 2021

University of Florida, College of Liberal Arts & Sciences Academic Advising Center

- Engaged undergraduate students in reflective conversations to identify and plan educational, career, and personal goals.
- Achieved an average 98% satisfaction rating over six years on CLAS advising survey.
- Represented the College of Liberal Arts & Sciences at various recruiting events, such as UF @ Santa Fe, Valencia College Transfer Fair, and Gator Day.
- Recruit, train, and supervise three annual summer Preview-Orientation interns for the Academic Advising Center.
- Recruit, train, and supervise three biannual graduate assistants for the Academic Advising Center.
- Primary presenter for CLAS transfer student orientation program; rotational presenter for freshman orientation program.
- Assisted in creation of the CLAS Transfer Transition Canvas course for incoming transfer students.
- Evaluated and admitted prospective Transfer students, updated transfer student outreach materials, and served as primary representative for transfer recruitment.
- Developed and administered inaugural CLAS Development Day in Fall 2021.
- Tracked academic progress and registration status for all first-year PROMISE students (~300 per cohort).
- Liaison to Departmental Advisors from African Studies, Criminology, and Communication Studies.

Academic Advisor

July 2013-July 2015

Georgia Southern University, College of Business Administration

- Facilitated academic progress and career readiness conversations with 400+ undergraduate students through analysis of academic program and student career goals.
- Served as the College of Business' primary representative for University Advising Council.
- Prepared semester and yearly assessments to report registration and advisement data to COBA's Associate Dean.

SELECTED PRESENTATIONS AND TEACHING EXPERIENCE

Lecturer

August 2021-December 2021

- **SLS 1409: Professional Pathways in the Liberal Arts and Sciences** | CLAS Beyond 120 Program, University of Florida Exploring career readiness and investigating the world of work and cultivation of professional skills through theory and practice.

Presenter

- Braun, R., & Richardson, N. (2017, October). *But What Can I Do With That? Conveying the Value of a Liberal Arts Education*. Presented at the annual meeting of the National Academic Advising Association, St. Louis, MO.
- Blake, R., Jacobs, A., & Richardson, N. (2016, October). *Success in the Swamp—How to Effectively Engage Students on Academic Probation*. Presented at the annual meeting of the National Academic Advising Association, Atlanta, GA.

UNIVERSITY ACTIVITIES AND COMMITTEES

CLAS AAC Assessment Committee	2023-Present
CLAS Diversity and Inclusion Steering Committee	2020-Present
UF Office of Academic Support Steering Committee	2017-Present
CLAS AAC Policy & Programs Committee	2020-2022
UF Multicultural Mentor Program, Mentor	2020-2022
UF Undergraduate Affairs Scholarship Committee	2020-2022
CLAS Petitions Committee, Chair	2017-2018
AAC Probation & Progress Committee	2016-2018

PROFESSIONAL ACTIVITIES AND HONORS

National Academic Advising Association, Member	2013-Present
UF Office of Academic Support Advisor of the Year	2023
UF Division 3 Superior Accomplishment Award	2021
CLAS Professional Advisor of the year	2020
National Institute for the Study of Transfer Students Conference, Attendee	2019, 2020
Diversity Abroad Conference, Attendee	2018
Liberal Arts Commission-Sponsored Presentation at NACADA	2017

EDUCATION

Master of Education, Higher Education Administration Valdosta State University	2013
Bachelor of Arts, Political Science Valdosta State University	2011