

SEAN C. PARTRIDGE

SUMMARY OF QUALIFICATIONS:

- **Program Management** – Extensive experience in Student Support and Academic Services
- **Staff Supervision** – professional, clerical, and student staff
- **Budget Oversight** - \$750,000+ annually
- **Program Planning & Evaluation** – large/small-scale planning and assessment
- **Data Management, Reporting, and Assessment** – campus, state, and federal; outcomes-based
- **Grant Writing & Administration** – secured and managed more than \$3 Million in state and federal funds
- **Support of Student Organizations** – overseen creation of academic honor society, advised student clubs
- **FERPA** – trained on FERPA and other compliance legislation/law
- **Student Support** – counseled, advised, and provided tutoring to students at all levels and abilities

EXPERIENCE:

Director

2016-Present

Student Success Center (SSC), State University of New York at Potsdam

- Provide leadership to all SSC offices:
 - Academic Advising
 - Accommodative Services
 - Bridges and Potsdam Excel special admissions programs
 - Group Tutoring and Academic Support
 - Military & Veteran Services
 - Adult Learner Support
 - Student & Family Transitions and Family Weekend
 - First-Year Programs and First-Year Success Seminar (FYSS)
 - New Student Orientation
 - Academic Mentoring and Academic Coaching Programs
 - Student Care Fund and SUNY Student Emergency Fund
 - TRIO Student Support Services (SSS) grant
- Recruit, hire, train, supervise, and evaluate a 14-member staff of professionals, administrative support, and student assistants (undergraduate and graduate)
- Manage multiple budgets totaling more than \$750,000 annually of state, federal, and foundation funds
- Oversee processes including Emergency Withdrawal, Withdrawal and Leave of Absence, Late Add/Drop, Late Withdrawal and Change of Grading Option, SUNY Student Emergency Fund, Student Care Fund
- Converted Orientation programming to online model (pre-Covid); implemented summer peer mentoring program for all incoming students that carries over into fall term
- Designed and implemented a wide range of student success and retention initiatives including universal summer onboarding and peer mentoring, Academic Mentoring Program, Potsdam Excel Program, Lead Advisor Program, Academic Recitation and Peer Academic Coaches for high-DFW courses
- Successfully managed campus rollout and ongoing support for two different student retention software platforms: EAB Navigate and EAB Starfish
- Managed the development of STAR-NY online tutoring program with SUNY partners
- Created, implemented, and assessed Potsdam Excel special admissions and intensive academic support program for underprepared first-year students
- Work collaboratively with campus departments and individual faculty/staff on a wide range of academic support programs including academic advising, General Education, behavioral case management
- Designed and administered Peer Academic Coaches and Recitation model for lower-level courses with historically high levels of unproductive credits (withdrawal, drop, fail)
- Served as Interim Director of TRIO-SSS program (2021)
- Served as Director of CSTEP concurrently (2016-17)

Program Director**2007 to 2017****Collegiate Science and Technology Entry Program (CSTEP), SUNY Potsdam**

- Administered New York State grant-funded Collegiate Science and Technology Program (CSTEP) serving 130 under-represented minority and low-income college students.
- Met all enrollment and outcome-related goals annually
- Responsible for all state and campus performance and budget reporting; served as liaison with New York State Department of Education.
- Supervised staff to execute mission and maintain annual budgets totaling over \$260,000 annually.
- Increased program enrollment and state funding by 30%.
- Coordinated the planning and implementation of 10-week summer research and internship programs
- Managed student enrollment; maintained comprehensive student/alumni outcome tracking system.
- Implemented first-year career exploration seminar and junior/senior career development seminar.
- Oversaw recruitment. Program exceeded enrollment target by 20% for 2011-2015 grant cycle.
- Assessed student needs related to retention. Program consistently achieved retention rate over 95% and students out-performed overall college average GPA.
- Ensured students completed at least one experiential learning opportunity prior to graduation.
- Worked closely with Pre-Health and Pre-Law advisors to collaboratively plan programming.
- Collaborated with CSTEP and STEP programs at the 4 local colleges to offer an annual Northern New York C/STEP Network Career Exploration Symposium, a day-long event featuring alumni and other partners.

Program Director**2004 to 2007****Ronald E. McNair Post-Baccalaureate Achievement Program and CSTEP, Clarkson University**

- Administered CSTEP (see above) and federal TRIO-funded McNair Program serving minority, low-income, and first-generation students with a goal of increasing population pursuing doctoral study.
- Supervised staff to execute mission and maintain annual budgets totaling over \$340,000 annually in federal, state and campus-based funds.
- Met or exceeded all program goals annually; tracked program graduates for minimum of 10 years after completion of bachelor's degree.
- Coordinated 9-week residential CSTEP and McNair summer research programs; recruited, selected, and trained McNair Scholars and CSTEP Summer Scholars annually.

Assistant Director**2003 to 2004****Ronald E. McNair Post-Baccalaureate Achievement Program/CSTEP, Clarkson University**

- Provided personal, career, and academic counseling to 65 students.
- Coordinated and evaluated group and individual tutoring services; monitored students' academic progress using PeopleSoft
- Organized academic workshops, seminars, field trips, industry site visits, job shadowing experiences, and cultural enrichment activities.

Assistant to the Dean for Student Services**2002 to 2003****School of Criminal Justice, University at Albany - State University of New York**

- Administered student services for all Criminal Justice students including admission to the selective undergraduate major, registration, course scheduling, and career planning.
- Advised all students in undergraduate major; provided supplemental advising to graduate students.
- Scheduled department courses; managed enrollment in all undergraduate and graduate classes.
- Created and maintained comprehensive undergraduate and graduate student databases; managed student records using PeopleSoft and campus-based data systems.
- Provided information to prospective undergraduate majors and graduate students; produced and revised departmental marketing brochures and recruitment documents.
- Maintained school's website; created web-based course wait-list registration system for undergraduates.
- Served as liaison with Admissions, Advisement Services, Registrar, and other campus offices.

Program Director**2000 to 2002****Educational Opportunity Program (EOP), State University of New York at Potsdam**

- Administered New York State funded Educational Opportunity Program (EOP) serving educationally, economically, culturally and historically disadvantaged college students.
- Monitored and coordinated EOP fiscal affairs, including a \$300,000 annual operating budget.
- Supervised EOP counseling, administrative, and student staff.
- Created and implemented educational, social and vocational programs to increase the retention and academic success. Annual EOP GPA and retention rate exceeded those of regularly admitted students
- Designed and facilitated Student Planning Committee and a support group for non-traditional students.
- Applied for and received grant funding for innovative student retention initiatives including a peer academic mentoring program, a student course guide, and an internship incentive program.
- Led the effort to create a Potsdam chapter of Chi Alpha Epsilon National Honor Society.

Counselor/Senior Academic Advisor**1998 to 2000****Educational Opportunity Program, State University of New York at Potsdam**

- Provided academic, personal, financial and vocational counseling to program students; made relevant referrals to campus and local community services; maintained required counseling and contact records.
- Served as primary academic advisor to new students and undeclared majors.
- Planned 3-day new student orientation; selected, trained and supervised student orientation assistants.
- Designed, facilitated and assessed motivational and educational 6-week freshman seminar.

Educational Counselor**1996 to 1998****Potsdam Akwesasne Talent Search, Potsdam, New York**

- Provided academic and career counseling to students in grades 7-12 as part of a federal TRIO grant program designed to encourage first-generation students from culturally and/or financially disadvantaged backgrounds to pursue post-secondary education.
- Recruited students; exceeded all enrollment targets for all schools.

LEADERSHIP:

- Chair, Diversity in Action Coalition (DIAC), SUNY Potsdam (2012-2014)
- SUNY Potsdam Leadership Forum (2016-2021)
- Chair, Retention Committee (2014-2021)
- Chair, First-Year Transitions Task Force
- Co-convener, Academic Advising Task Force
- Delegate-at-Large, Faculty Senate
- Chair, Academic Policies, Standards, and Advising Committee – Faculty Senate (2020-2022)
- Project Manager, implementation and ongoing management of EAB's Navigate (2016-2021) and Starfish (2020-present) student success platform software packages
- Regional Rep. - NYS Education Department Statewide STEP/CSTEP Steering Committee (2005-Present)
- Chair - CSTEP Statewide Student Research Poster Competition (2009-Present)
- Vice President - Association of Professional Administrators of CSTEP & STEP (APACS)
- Co-Chair - APACS Best Practices Conference (2004-2014)
- President - St. Lawrence County Housing Council Board of Directors (2005-2010)
- President - Potsdam Food Co-op Board of Directors (2006-2009)

ADDITIONAL INVOLVEMENTS:

- Diversity in Action Coalition (DIAC) (2007-15)
- Cultural Programming Committee (1995-96)
- Strategic Enrollment Management Planning Committee (2020-21)
- Student Data Committee (2016-Present)
- Retention Steering Committee (2021-Present)
- First-Year Planning Task Force (2021-22)
- Faculty Senate Academic Policies, Standards, and Advising Committee (2020-22)

- Middle States Accreditation Steering Committee (2000-01 and 2020-22)
- Behavioral Evaluation Committee (2016-Present)
- First Year Experience Faculty Fellows Program (1997-2002)
- Admissions Committee (1998-2001)
- First Year Seminar Instructor (1998-2000)
- Student Health Advisory Committee (2010-16)
- Summer Orientation Planning Committee (2000, 2016-present)
- Caribbean and Latin American Student Society Faculty Advisor (2000-02)
- National Society of Black Engineers Faculty Advisor (2005-07)
- Faculty Senate Nominations Committee (1999-00)
- Faculty Senate Student Affairs Committee (2000-02)
- Faculty Senate Admissions Committee (2000-02)
- United University Professions EOP Concerns Committee (2002-03)
- Provost and Vice President for Academic Affairs Search Committee (2015)
- Statewide Data and Reporting Committee for STEP and CSTEP (2015)
- Statewide STEP/CSTEP 20th Anniversary Planning Committee (2008)
- APACS Membership Committee Co-chair (2004-06)
- CSTEP Statewide Student Conference Planning Committee (2003-16)

PRESENTATIONS:

- Why the Liberal Arts? Presentation for prospective students at Open House events (2016-2020)
- Issues for CSTEP Transfer Students (Co-Presenter) - APACS Best Practices Conference (2004)
- Standardizing Statewide Data Collection & Management - APACS Best Practices Conference (2006)
- CSTEP First and Second-Year Career Exploration Seminar Instructor (2013-Present)
- CSTEP Junior Career Development Seminar Instructor (2013-Present)
- First-Year Success Seminar Instructor (1998-2002)
- EOP Freshman Seminar Instructor (1998-2002)
- Metaskills Academic Recovery Course Instructor (2020)
- Applying to Graduate School - CSTEP Statewide Student Conference (2006)
- Graduate School 101 – Annually
- Resume Writing, Time Management, and Goal Setting – Annually
- Marketing Your Student Leadership Experience – Millard Harmon Leadership Conference (2015)
- How to Create a Career Exploration Symposium - APACS Best Practices Conference (2004)
- How to Dress for a Job Interview - Northern New York CSTEP Career Exploration Symposium (2005)
- Keynote Speaker - SUNY Potsdam Educational Opportunity Program Awards Dinner (2011)
- Keynote Speaker - 2011 Eta Sigma Gamma (Community Health) Honor Society Induction (2011)
- New Faculty and Staff Training Retreat – Student Support Services – Annually

Professional Affiliations:

- **APACS:** Association for Program Administrators for CSTEP and STEP (2003-2017)
- **SUNYCDO:** State University of New York Career Development Organization (2011-2013)
- **NCDA:** National Career Development Association (2011-Present)
- **AEEE:** Association for Equality and Excellence in Education (1996-1998, 2003-2006)
- **NCEOA:** National Council of Educational Opportunity Associations (1996-1998)
- **ACE:** American Council on Education (2003-2006)
- **Tri-State** Consortium of Opportunity Programs in Higher Education (1998-2002)
- **EOPDA:** New York State Educational Opportunity Program Directors Association (2000-2002)

EDUCATION:

Binghamton University, State University of New York

- Master of Arts in Teaching
- Bachelor of Arts
- Outstanding Academic Performance Award