

3.9.3 The institution employs qualified personnel to ensure the quality and effectiveness of its student affairs programs. **(Qualified staff)**

Compliance Status: Compliance

Student Affairs at the College of Coastal Georgia employs professional staff with appropriate credentials and experience in the areas for which they are responsible – see Table 1.

Student Affairs and its units ([organizational chart](#)) adhere to employment standards that are consistent with its purpose and the mission of the College. The 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 [USG](#), federal and state laws. Applications are screened by the Human Resources Office to ensure that applicants meet the minimum requirements for the advertised position.

Student Affairs follows the performance evaluation process set forth by the College and the USG. All staff members are evaluated annually. Staff credentials are on file in the Human Resources Office. Student Services personnel maintain individual and institutional memberships in appropriate [professional organizations](#) and participate in professional development activities for the purpose of maintaining and improving their expertise.

Table 1: College of Coastal Georgia Student Affairs Personnel: 2010-2011

Name	Position <i>(click for job description)</i>	Credentials <i>(click for resume/vitae)</i>	Highest Degree	Years-Related Experience
Gerald Kiel	Vice President for Student Affairs	vitae	PhD	30 years
Michael Butcher	Director of Residence Life and Housing	resume	PhD	9 years
Eric Felver	Director of Admissions and Orientation	resume	MEd	12 years
Jean Fleming	Director of Counseling and Student Support Services	resume	MS	20 years
Zerelda Jackson	Coordinator of Testing and Diversity	resume	MA	5 years
Lisa Lesseig	Registrar	resume	MA	18 years

Name	Position <i>(click for job description)</i>	Credentials <i>(click for resume/vitae)</i>	Highest Degree	Years-Related Experience
Chris Meshanko	Career Counselor	resume	MEd	4 years
Cheryl Van Dyke	Coordinator of Student Services – Camden Center	resume	MS	6 years
Jennifer Zak	Coordinator of Student Disability and Personal Counseling Services	resume	MS	10 years
Marsha Miller	Director of Financial Aid	resume	BLA	4 years
Andrew Smith	Director of Student Activities	resume	BA	1 year

Supporting Documentation

[College of Coastal Georgia Student Affairs organizational chart](#)

[USG Human Resources Administrative Practice Manual: Recruiting and Hiring](#)

[Student Affairs professional organization affiliation list](#)

Student Affairs personnel vitae/resumes and position descriptions