Leslie Dickerson
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EDUCATION

Master of Public Administration May 2021
The University of Montana, Missoula, Montana

Bachelor of Arts - Geography and Regional Planning June 1992
Eastern Oregon University, La Grande, Oregon

PROFESSIONAL EXPERIENCE

Executive Director of Admissions & Enrollment – Montana Technological University/Highlands College Butte, Montana; 2019 to present

- Provide vision and leadership to the offices of Admissions, Financial Aid, and the Registrar. Supervise three director-level positions with 16 professional staff. Engage and empower team to creatively solve problems. Positively impact retention and graduation rates by maintaining a culture of service to students and families.
- Participate as a member of the Chancellor's Cabinet and the Provost's Deans Council. Provide insight related to enrollment, recruitment, compliance, best practices, and the student experience.
- Administer $2.1 million across four budget lines. Prioritize expenditures to reflect the objectives of Montana Tech's strategic plan. Identify creative approaches to maximize limited resources.
- Chair the campus-wide Strategic Enrollment Planning Committee. Collaborate with stakeholders to design and implement new initiatives. Use data and key performance indicators to assess effectiveness.
- Serve on the NWCCU Steering Committee contributing to accreditation reports and program reviews.
- Promote the value of STEM education and generate interest in related careers.
- Use brand pillars to market the institution and expand brand awareness.
- Employ public speaking skills to interface with a variety of stakeholders including the media, community partners, high school administrators, partner organizations, alumni, students, and parents.
- Ensure compliance with regulations and best practices outlined by the U.S. Department of Education, Office of the Commissioner of Higher Education, the National Association for College Admission Counseling, and the Department of Defense.
- Strategize with the Montana Tech Foundation to develop new scholarship initiatives.
- Participate on two national advisory boards: Ruffalo Noel Levitz and Liaison International.
- Accomplishments include 8% enrollment increase from 2020 to 2025; implemented DegreeWorks for undergraduate majors and certificates; executed revised scholarship plan and process; managed transition to ApplyMontana.

Registrar/Director of Enrollment Services – Montana Technological University/Highlands College
Butte, Montana; 2014 – 2019

- Manage processes to comply with regulations and best practices outlined by the U.S. Department of Education, Office of the Commissioner of Higher Education, American Association of Collegiate Registrars and Admissions Officers, the National Association for College Admission Counseling, and the Department of Defense.
- Supervised the Enrollment Services department including six professional employees and three students. Responsible for hiring, firing, training, mentoring and teambuilding.
- Managed all projects and tasks within Enrollment Services to ensure accurate and timely completion. Identified opportunities for improved processes and directed necessary adjustments. Developed and maintained training materials for all positions.
- Built and maintained a culture founded on teamwork to manage a large workload with limited resources.
- Established an expectation of exemplary customer service and provided training to support this objective.
- Managed the technology and software to support student enrollment functions. These included the Banner Student Information System, MS Office, Etrieve electronic filing platform, and DocuSign electronic routing system.
- Participated as a member of the Provost's Deans Council.
- Used critical thinking and creativity to solve complex problems related to enrollment and financial aid.
- Served on the Board of Directors for the Montana Association of Collegiate Registrars and Admissions Officers (MACRAO).
- Utilized strong organizational skills to efficiently multi-task and prioritize multiple projects at once.

Associate Director of Enrollment Services – Montana Tech of the University of Montana/Montana Tech College of Technology
Butte, Montana; 2008 to 2014

- Supervised Enrollment Services department including five professional employees and up to three students.
- Managed technical functions within the student information system (SIS).
- Evaluated unique circumstances to make decisions regarding student enrollment including questions regarding residency, felony applicants, and exceptions to protocol.
- Identified opportunities for increased efficiency and reassigned duties accordingly.
- Conducted staff training. Developed and maintained training manuals. Continuously evaluated needs and opportunities for additional training.

Assistant Director of Admissions – Montana Tech College of Technology
Butte, Montana; 1998 to 2008

- Promoted the college by establishing relationships with perspective students, families, and high school guidance counselors. Presented information to groups such as classrooms and assemblies.
- Participated in Montana fall college fair tour as both admission counselor and site coordinator; managed Butte fair for over 1,200 high school students and 110 exhibitors.
- Coordinated with designers and printers to develop marketing materials.
- Served on the Board of Directors for the Montana Post-Secondary Educational Opportunities Council (MPSEOC).