

CHARLOTTE C. ZANIDAKIS

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Profile

Experience in all phases of higher education academic department management. Initial student/customer contact in addressing academic related policies and procedures. Proactive ability to recognize, enhance, and resolve issues within a program. Strong detailed communication with campus and off-campus constituencies related to academic departments.

Key Skills

- Strong organizational and problem solving skills; initiated computer university-wide policy change
- Proven ability to initiate projects and streamline procedures
- Work independently, yet work effectively and congenially in team atmosphere
- Demonstrated skills in resourcefulness, reliability, and discretion
- Strong interpersonal and relationship skills
- Ability to thrive in high-paced, high-energy multicultural atmosphere
- Skilled in various academic applications

Education

- Drexel University: Master of Science in Higher Education Administration (Banner experience)
Final Paper: *Foreign Graduate Student Recruitment at Princeton University and the Department of Astrophysical Sciences*
- Certification: *Human Subjects Research*, Institutional Review Board, Office of Regulatory Research Compliance. Drexel University, Philadelphia, PA Certificate #: 19492
- Princeton University: Management Development Certificate Program
- Thomas Edison State College: BSBA - Marketing
- Rider College: AA - General Business

Work Experience

January 2006 – present, Princeton University Department of Astrophysical Sciences

Academic Programs Administrator -- responsibilities include:

- Manage/advise departmental graduate, undergraduate, and certificate students through program – from admission to commencement; Planets & Life Certificate program/budget
- Manage graduate student teaching assignments/stipend/tuition allocations in Labor Accounting; student records; graduate admission procedure
- Student Services: address/resolve student and Visiting Student Research Collaborator related issues (i.e., visa, financial, and housing issues); initiated incoming Graduate Student Orientation
- Instructional Support: course/classroom scheduling; advise/train incoming professors; Teaching Assistant training
- Wrote *Independent Work in Astrophysical Sciences; Guide to Junior Independent Work and Senior Thesis 2013-2014* -- <http://www.princeton.edu/astro/undergraduate/>
- Compile data for reports and spreadsheets, surveys, conducted Int'l Graduate Student Survey for personal Master's Degree; researched/wrote university proposal for graduate student visiting lecture funds
- Long-Range Planning Committee, staff representative

- Supervisory experience: hiring, development/training, problem solving, and annual reviews
- Promote department through recruitment/special events and meetings with prospective students and parents; departmental diversity and underrepresented student programs
- Grant proposal submission and management
- Manage Responsible Conduct of Research sessions for Federal grant recipients
- Maintain academic section of departmental website
- Applications: Information Warehouse, Labor Accounting, PeopleSoft, CAP/CUP (Courses), Coeus, FastLane, Excel, Roxen, and PowerPoint

January 1997 – January 2006, Princeton University Department of Comparative Literature
Nominated for President's Achievement Award by Faculty Chair and Department Manager.

Business Manager: Managed departmental

SCAD Technician (Support for Computers in Academic Departments): Managed computer related equipment; initiated/administered a successful Computer Needs Analysis resulting in new policy; faculty/staff application training

Student Program Administrator – Managed students

Various Responsibilities: Building renovations; faculty searches; hire and supervise work study students; departmental website committee

September 1990 - December 1997, Princeton University, Woodrow Wilson School

Undergraduate Program: Managed 160 undergraduates

April 1983 - August 1990, Princeton University, Annual Giving Department

Regional Phonathon Coordinator: Coordinated and trained alumni volunteer phonathons

June 1982 - April 1983, Rutgers University Foundation, New Brunswick, NJ, Development Office

Annual Giving Staff: Fundraising projects; supervised staff and work study students

Volunteer Organizations and Activities

Current

- Princeton University International Employees Group at Princeton (IEGAP): promote diversity and cultural awareness of university employees
- Drexel University MSHE Graduate Student Mentoring Program
- Solebury Township Historical Society Board of Directors: Grants Chair; Business
- Primrose Creek Watershed Association: membership
- Land Preservation Committee, Solebury Township, PA: current four-year appointment

Former

- Council of the Princeton University Community Former Representative (CPUC)
- Thomas Edison State College Former Member Alumni Association Alumni Board of Directors:
Positions held: President, Treasurer, Souvenir Committee Chair, Commencement Committee Chair, Awards Committee Co-Chair, Regional Activities Committee, Co-Chair, Phonathon Committee (setting goals, training volunteers, and phone solicitation), Communications Liaison
1996 Outstanding Service to the Alumni Association Award, 1998 TEAM Award
- Thomas Edison State College Foundation: Former Member of Board of Directors
- Rider University: Former Alumni Fund Volunteer

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