



TONNETT C. LUEDTKE

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Skills

- Microsoft Word, Excel, PowerPoint, Outlook
- Experience with Banner Systems
- Change Leadership/communication
- Relationship building
- Interdepartmental team collaboration
- Student Engagement and high impact practices
- Consultation and problem solving



Work History

2020-07 - Current

Executive Director of Academic Advising

Strategic planning & leadership

- Establish and direct the execution of the strategic plan for the Office of Academic Advising
- Translate University strategic priorities into actionable practices and metrics as appropriate for the academic advising and academic success areas.
- Act as an effective change agent; Identify necessary changes for continuous improvement and effectively plan, collaborate on, and execute determined changes to streamline and strengthen advising efforts across campus.
- Develop, implement, and regularly review the departmental vision, goals, and desired outcomes.
- Provide direction and oversight for the office.

Budget

- Manages and oversees department budget and operational forecasts, including making strategic decisions on the best utilization of the allocated budget.
- Analyze budget and positional needs. Advocate for additional resources when necessary.
- Maintain a sufficient working knowledge of the Banner system and institutional budget development cycle for effective budget management.

Program evaluation

- Develop and implement an appropriate office assessment cycle.
- Make data-informed decisions. Determine advising assessment measures and desired outcomes. Collect and analyze information from multiple data sources.

Management

- Collaboratively manage day-to-day office operations for maximized departmental outcomes.
- Provide broad oversight and leadership of Associate Director of Academic Advising and Academic Advisors; Includes oversight of the hiring, training & development, supervision and evaluation, and establishment of performance goals for all direct reports.
- Responsible for developing and mentoring future leaders within academic advising
- Establish Office performance standards and key performance

Data informed practice

- Regularly use Illume Student for the purposes of identifying students at risk
- Serve on educational technology implementation and leadership teams (e.g., Inspire, DegreeWorks)

Advising Model Support

- Build supportive relationships with academic deans, chairs, faculty, instructors and student affairs-related departments. Participate in cross-departmental work groups, committees and task forces while pursuing departmental initiatives and goals, including initiatives related to diversity and inclusion, and other student persistence and completion efforts.
- In cooperation with the Faculty Director of Faculty Advising, develop and deliver trainings, workshops, and resources for staff and faculty advisors across campus.

Case Management and Crisis Management

- Intervene and problem-solve with student crisis situations and parent and family conflict resolution when issues arise regarding academic standing, academic progress, and staff advising issues.

Executive Director of Academic Resources

University of Denver, Denver, CO

- Responsible for the comprehensive leadership, vision and strategic management of the Academic Resources team and the integration of these areas (Academic Advising, Disability Services Program and the Learning Effectiveness Program)
- Provide direction and oversight for the Academic Advising Office, Academic Development and services.
- Manage the operational budget and implement a department wide assessment plan.
- Recruit, select, train, supervise, establish performance goals, and evaluation of Senior Directors and direct reports.

2011-03 - 2017-09

- Collaborate with university departments and senior administrators to create policies and procedures essential to academic resources functions.
- Coordinates critical administrative processes related to contracts and other functions.
- Serve on Academic Exceptions and Academic Standards committees- oversee Academic Standards process and work with faculty to understand academic institutional policies.
- Host quarterly Academic Resource Area meetings with campus representatives.
- Serve on the General Education Review and Inquiry Committee

Director of Academic Advising and Discoveries Orientation

University of Denver, Denver, CO

- Provides direction and oversight for Academic Advising and New Student Orientation services and programs.
- Develops and implements a department wide assessment plan maintains a sufficient working knowledge of the Banner system for effective budget management.
- Facilitates First-Year Seminar Faculty Advisor Training and coordinates Faculty College Liaison program.
- Advise undergraduate students regarding general academic issues, degree planning, common curriculum requirements, counsels quarterly load of academic probation students, counsels quarterly load of Denver Scholarship Foundation students.
- Hires, trains, supervises, and evaluates advising and orientation professional staff members.
- Collaborates with university departments, faculty and senior administrators to create policies and procedures essential to advising and orientation functions (including the Common Curriculum)
- Coordinates critical administrative processes including Academic Exceptions, Academic Standards and other functions.
- Serves as higher level support for distressed students and parents.
- Participates on the Consultation and Assessment team meetings to discuss ongoing cases, ways to continue support, follow up and monitor identified cases.
- Oversee the Transfer Student Experience Team and coordinate efforts for outreach and persistence of transfer students.
- Coordinate the Transfer New Student Orientation.
- Develop and implement a department wide assessment plan for student transition, advising efforts, and persistence.

2012-05 - 2013-05

Adjunct Instructor- Advanced Academic Achievement

Community College of Denver, Denver, CO

2009-07 - 2011-03

Academic Advisor

Metropolitan State College of Denver, Denver, Colorado

- Conduct individual advising session with students; assist with course selection, scheduling and registration; long-term degree planning; developmental advising; referrals.
- Individual projects and assignments (entry of major-minor declaration, process CAPP requests), serve as lead orientation advisor.
- Provide advising services to and monitor progress of assigned undeclared students.
- Participation in Center projects such as the Majors Fair, Undeclared Student Project, Discover Metro State Day, Transfer Open House events; community college fairs, etc.

2004-01 - 2009-07

Senior Academic Advisor

University of Denver, Denver, Colorado

- Advise all undergraduate students in the Daniels College of Business, through full matriculation cycle.
- Interview undergraduate and graduate student for admissions to DU.
- Meet with prospective business students and their families.
- Conduct prospective business student information sessions at Open House events.
- Present workshops on advising, general university requirements, academic regulations, and university procedures.
- Oversee check of students' graduation requirements and explain official certifications for graduation.
- Author materials to explain guidelines and policies.
- Assist in the orientation and registration of incoming students.
- Train and coordinate assignments of Academic Advisors.

2001-03 - 2004-01

Retention Specialist

University of Houston, Houston, Texas

- Recruited program participants during summer orientations.
- Delivered small and large group presentations informing students, high-school counselors, and other about the benefits of the program.
- Served as initial contact for students, parents, and others having questions about the Scholars' Community Program.
- Provided special advising to students on academic warning.
- Coordinated advising and registration activities for incoming and current students.
- Facilitated and planned peer advisor's training.
- Conducted exit interviews with non-returning students.
- Served as teacher assistant for first-year student success course.

1998-08 - 2001-03

Academic Advisor I

University of Houston, Houston, Texas

- Advised and provided guidance for enrolled, prospective/former undergraduate students.
- Provided information regarding careers, graduate programs, opportunities for volunteer and research experience.
- Assisted in orientation and registration of incoming students.
- Calculated, analyzed, and tracked individual student degree plans/degree plan audits.
- Assisted in coordination of graduation ceremony.



Education

2004-09 - 2006-12

Bachelor of Arts: Psychology

University of Houston - Houston, TX

2017-09 - Current

Master of Arts: Higher Education Administration

University of Denver - Denver, CO

Doctor of Education: Higher Education Administration

University of Denver - Denver, CO

Anticipated completion, 2023



Presentations

Helping Students Develop Bounce! Cultivating Resiliency. National Academic Advising Association (NACADA) Best of Rocky Mountain Region Award Winner. Concurrent Workshop at the NACADA National Conference in Las Vegas, NV- October 2015.

Beyond the Single Story: The Power of Sharing our Multiple Identities. Concurrent Workshop at the NACADA Region 10 conference in Santa Fe, New Mexico May 2016.

The Power of Curiosity: Helping "Stuck" Students Get Themselves "Unstuck". Concurrent Workshop at the COWY Academic Advising Association Drive-In Conference in Laramie, WY March 2019.



Committee Involvement

- Transfer Student Experience Committee, Chair, 2012 – 2015
- Student Life Diversity and Inclusion Committee, 2015
- First-Year Student Compass Course Task Force, 2016
- First – Generation Student Transition Program Committee, 2016
- DU IMPACT 2025 Preparing for Careers and Lives of Purpose Team, 2016
- General Education Review and Inquiry Committee, 2017- Present
- Student Success Technology Committee, 2017- Present

- Neurodiversity Resource Group, 2018 - Present
- Student Affairs Collective, 2018- Present
- New Student Summer Registration Task Force, 2018- 2020



Affiliations

- Member, National Academic Advising Association, [2002] to Current
- Member, Association on Higher Education and Disability, [2017] to Current
- Member, American College Personnel Association, [2014] to Current



Certifications

2015-07

Academic Coaching Certification

2018-08

Mental Health First Aid Certification