

SAMUEL D. CONTE

University of Pittsburgh
Office of the University Registrar
Pittsburgh, PA 15260
(412) 624-7600
E-Mail: sdconte@pitt.edu

490 Hillside Ave.
Monroeville, PA 15146
(412) 374-0115

EDUCATION

- Ph.D. University of Pittsburgh, 1982. Higher Education Administration. Dissertation: "Management Development in Higher Education and Private Enterprise: A Comparison of Program Models."
- M.A. Indiana University of Pennsylvania, 1977. Criminology (with Psychology concentration).
- B.S. University of Pittsburgh, 1970. Mathematics.

MANAGEMENT EXPERIENCE IN HIGHER EDUCATION

- July 1999 - Present University Registrar, University of Pittsburgh, Pittsburgh, PA 15260
Direct line responsibility for the Registrar's Office, which includes the student registration process, the creation and maintenance of the student academic record, enrollment certification, graduation and various ancillary services. Primary duties include the development and oversight of the \$2.5 million departmental budget, oversight of \$1.25 million per year in classroom renovation funds, overall planning for the department, and liaison with all academic units (working with deans, department chairs, and faculty).
- September 1998 - June 1999 Associate Vice President for Enrollment Services, Florida International University, Miami, FL 33199
Direct line responsibility for the operation of four departments: the Office of Admissions; the Financial Aid Office; the Office of the Registrar; and, the Office of Community College Relations.
- August 1986 - August 1998 University Registrar, University of Pittsburgh, Pittsburgh, PA 15260
Direct line responsibility for the Registrar's Office, which included the student registration process, the creation and maintenance of the student academic record, enrollment certification, graduation and various ancillary services. Primary duties included the development and oversight of the \$2.1 million departmental budget, overall planning for the department, and liaison with all academic units (working with deans, department chairs, and faculty).
- October 1984 - August 1986 Assistant Director, Student Business Services, University of Pittsburgh, Pittsburgh, PA 15260.
Provided primary administrative assistance to the Director of the division, which was comprised of the Cashier's Office, Registrar's Office, Student Accounts, and Student Loans and Special Accounts. Additional responsibilities included fiscal review, planning, training, analysis, external liaison, and supervision of the division in the absence of the director.

March 1980 -
September 1984

Associate Director, Management Services, University of Pittsburgh,
Pittsburgh, PA 15260.

Direct line responsibility for Forms Control, Office Equipment Evaluation and Acquisition, Office Methods, Policies and Procedures, and Records Management. Supervision of Central Printing, Telecommunications, and Mail Services in the absence of the director.

April 1977 -
February 1980

Deputy Director, Department of Public Safety, University of Pittsburgh,
Pittsburgh, PA 15260.

Direct responsibility for budget preparation and oversight, departmental planning, in-service training, preparation of special reports and statistical analyses, and interviewing, hiring, evaluating and disciplining department personnel. Co-authored "Mission for the '80s," a comprehensive planning document for the Department of Public Safety.

September 1974 -
March 1977

Manager, Administrative Services, Department of Public Safety,
University of Pittsburgh, Pittsburgh, PA 15260.

Direct responsibility for the departmental budget, planning, and in-service training.

TEACHING EXPERIENCE

1990 - 2000
1977
1974 - 1976

Freshman Seminar, University of Pittsburgh, College of Arts and Sciences.
Crime Prevention, University of Pittsburgh, College of General Studies.
Crime Prevention and Police Administration, Indiana University of Pennsylvania.

WORKSHOPS PRESENTED

2005 - Present

"Student Privacy and FERPA" Developed and presented through the Faculty and Staff Development Program of the Office of Human Resources, University of Pittsburgh.

1991 - 1998

"Integrated Student Information System (ISIS) Security and the Family Educational Rights and Privacy Act." Developed and presented through the Staff Development Program of the Office of Human Resources, University of Pittsburgh.

1986 - 2004

"Project Management." Developed and presented through the Staff Development Program of the Office of Human Resources, University of Pittsburgh. This workshop provides a basic overview of the concepts of project management, including planning, analysis, control, use of specialized software, etc.

PAPERS PRESENTED

2007

Presented three papers on Project Management in U.S. Higher Education at an Association of University Administrators (AUA) meeting in London, England.

2004

"Project Management Workshop" Presented at the 2004 annual American Association of Collegiate Registrars and Admissions Officers (AACRAO) conference, Las Vegas, Nevada.

2002

"Project Management - What is it?" and "Supervisor as Mentor: Building Bridges." Presented at the 2002 annual American Association of Collegiate Registrars and Admissions Officers (AACRAO) conference, Minneapolis, Minnesota.

- 2001 "The Integrated Student Service Leadership Team." Presented at the 2001 annual Middle States Association of Collegiate Registrars and Officers of Admissions (MSACROA) conference, Lancaster, Pennsylvania.
- 1999 "Collaborating with Faculty on Change." Presented at the 1999 annual Middle States Association of Collegiate Registrars and Officers of Admissions (MSACROA) conference, Pittsburgh, Pennsylvania.
- 1996 "Reengineering the Registration Process." Presented at the 1996 annual New England Association of Collegiate Registrars and Admissions Officers (NEACRAO) conference, Newport, Rhode Island.
- 1993 "We Are Part of Orientation: A Registrar's Publication." Presented at the 1993 annual American Association of Collegiate Registrars and Admissions Officers (AACRAO) conference, Orlando, Florida.
- 1986 "Developing a Multiple-Function ID Card." Presented at the thirty-first annual College and University Machine Records (CUMREC) conference, University of South Carolina.

PROFESSIONAL ORGANIZATIONS

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

- 2007 - Present Member of the AACRAO Board of Directors (serving as Vice President for Finance)
- 2005 Member of the AACRAO Auditing Committee
- 2003 Registration Chair for 2003 Annual Conference in Washington, D.C.
AACRAO Enrollment Services Steering Board (chair)
- 2002 Nominations & Elections Committee (2nd alternate)
- 1998-2000 Member of New Member Orientation Committee.
- 1997 Nominations & Elections Committee (3rd alternate).
- 1993 - 1996 Member of the State and Regional Relations Committee; MSACROA liaison to the Fraudulent Credential Task Force.
- 1990 - 1993 Member of the Institutional Publications and Academic Calendar Committee.

Middle States Association of Collegiate Registrars and Officers of Admission (MSACROA)

- 1997 Immediate Past President; chair of Nominations & Elections Committee.
- 1996 President; chair of the Executive Committee.
- 1995 President-Elect; member of the Executive Committee; chair of the Program Committee.
- 1994 Vice President for Professional Development; member of the Executive Committee; chair of the Professional Activities Committee; member of the Program Committee.
- 1993 Member of the Professional Activities Committee.
- 1991 & 1992 Chair of the Registration Committee for the 1991 and 1992 annual conferences.

Kappa Delta Pi (Education Honor Society)

2000 - 2007
and
1992 - 1998

Chapter Counselor for the University of Pittsburgh (Omicron Phi chapter).

OTHER PROFESSIONAL ACTIVITIES

2009 Served as an external reviewer for the Office of Academic Records at Temple University, Philadelphia, PA (April 2009)

2008 Served as an external reviewer for the Registrar's Office at La Roche College, Pittsburgh, PA (June 2008)

2006 Served as an external consultant for AACRAO Consulting at Columbus State Community College, Columbus, OH (January 2006)

2005 Served as an external consultant for AACRAO Consulting at Salem State College, Salem, MA

Served as an external reviewer for the Registrar's Office at Point Park University, Pittsburgh, PA (June 2005)

2003 Served as an external consultant for AACRAO Consulting to Westchester Business Institute, White Plains, NY (May 2003)

1999 Served as an external reviewer for the Registrar's Office at Thomas Jefferson University, Philadelphia, PA (June 1999).

1997 Served as an external reviewer for the Registrar's Office at SUNY-Oneonta, Oneonta, New York (June 1997).

Served as an external reviewer for the Registrar's Office at St. Peter's College, Jersey City, New Jersey (March 1997).

1996 Served as an external reviewer for the Registrar's Office at the University of Toledo, Toledo, Ohio (January 1996).

1995 Served as an external reviewer of the Registrar's Office at Millersville University, Millersville, PA (September 1995).

Served as an external reviewer of the Office of Academic Records and Summer School at Slippery Rock University, Slippery Rock, PA (May 1995).

1994 Served as an external reviewer of the Registrar's Office at Millersville University, Millersville, PA (July 1994).