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HR Department Spotlight April 2022



Volume -1 Issue - 1

Welcome to the 1st issue of "HR Department Spotlight".

Have you noticed there are a lot of new faces around campus? Human Resources has! We wanted to find a way to let us all get better acquainted.

In this monthly "Spotlight" we will highlight a specific department at CSP, their great employees, and some information regarding their function, goals, and fun facts.



We hope you enjoy it and maybe next month, it will be your department!

Let's Meet the Department of Traditional Undergraduate Admissions

The function of the department

Our team serves prospective students pursuing one of our traditional undergraduate programs on campus. We predominantly recruit and engage incoming First-Year, Transfer and PSEO students. We work with students from the moment they first inquire about CSP, up until they start classes.



We often meet with high school and transfer students, both in individual and group settings, to share about the power of a CSP degree, while navigating

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importance of a college education. Because of this, the Admission Counselors often end up building relationships with their students, and their student's influencers, for several years before they actually enroll in college.

Let's Meet the Team

There are a total of 9 employees in the department.

Leah Martin
Director of Undergraduate Admissions
13 years of service to CSP

I supervise the admissions team to support Strategic Goal #1, which is to Grow Enrollment. I love finding creative ways to engage with the students we're recruiting, and try my best to create a positive working environment built on trust, teamwork, and a strong work ethic.



Fun fact: My husband and I are both double CSP alumni, and got married in the CSP Chapel.

Jackie Garcia
Assistant Director of Undergraduate Admissions
4 ½ years of service to CSP

I oversee the campus visit experience team, coordinate our Admissions events, and work with Transfer students from Century College and Inver Hills Community College.



Fun fact: My fiancé and I will be traveling to Italy and Croatia in September for our Honeymoon.

Tom Halligan
Assistant Director of Undergraduate Admissions
4 ½ years of service to CSP

I recruit First-Year and Transfer students to CSP. I am also responsible for the recruitment of all LCMS and Church Work students. In addition, I help to manage the recruitment strategies for our team.



Fun fact: I have surfed at Huntington Beach in California, the location for the upcoming U.S. Open of Surfing.

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3 years of service to CSP

I meet with campus visitors, review undergraduate applications, represent CSP at fairs and events, and guide new incoming students through the admissions and enrollment process. I predominantly work with incoming student athletes, as well students outside of MN.



Fun fact: I once broke an international law (accidentally!) by bumping into a sea turtle while scuba diving on the Great Barrier Reef.

Victoria Thao ***Undergraduate Admissions Counselor*** ***2 years of service to CSP***

I work with incoming First-Year students, most often within the Ramsey county area. I also focus on our First Generation student population, and serve as the staff advisor for CHUSA.



Fun fact: I have 7 older brothers and I'm the only daughter.

Ben Seifert ***Undergraduate Admissions Counselor*** ***7 months of service to CSP***

I predominately serve incoming First-Year students within the Hennepin & Anoka county areas. I also have a special focus on students who attend our local private high schools, and work with our largest transfer student population.



Fun fact: I used to be a competitive archer.

Breana Winnes ***Campus Experience Coordinator*** ***3 years of service to CSP***

I coordinate all aspects of the visit experience for prospective students and their families when connecting with Concordia. This includes both individual and group visits on our campus. I also supervise our Admission Tour Guides.



Fun fact: My husband and I recently purchased our first home!

Welcome Center Receptionist 3 years of service to CSP

I ensure our guests' first interaction with CSP is a warm, friendly and welcoming environment! I'm also the main point of contact for incoming calls to the university.

Fun fact: I've driven a Zamboni!



Open Position

Undergraduate Admissions Counselor



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Significant Achievement by the Department

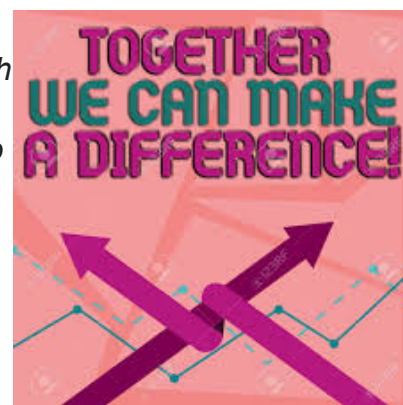
Our team's secured the top three largest incoming traditional classes in CSP's history. We are committed to excellence, and proud to provide exceptional customer service to try and stand out amongst our competitors.



How the Department Makes a Difference

We truly believe that every touchpoint we have with our students, big or small, can leave a lasting impact on whether or not they enroll, and persist to graduation.

We know that providing a college education can change the trajectory of a student's life, and we feel honored to play a part in this important, life-changing experience.



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*Our department's motto is, "We change lives."
We want to continue doing everything we can to meet each student where they are at, and help them find the best college experience, tailored to their specific needs.*



Hidden Department Fun Fact

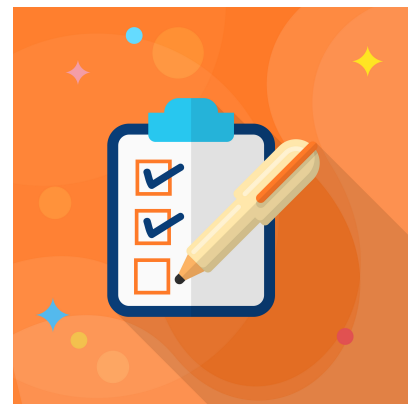
We each take turns leading professional development meetings each month, focused on many different topics ranging from team building, to Diversity, Equity and Inclusion initiatives.

We've found tons of free resources online, and love having fun together, while also continuing to grow both personally and professionally.



Skill Set Needed to Work in the Department

- *Goal oriented*
- *Team focused*
- *The ability to build rapport easily with others*
- *Provides exceptional customer service*
- *Thinks outside the box to find solutions instead of barriers*
- *Exceptional organizational skills*
- *Exceptional interpersonal communication skills with team members, students and campus community*
- *Responds promptly and professionally to needs*
- *Responds positively to change*
- *Likes to have fun and work hard! :)*



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HR Hours of Operation

8:30 a.m – 4:30 p.m.

RT 900

*Questions or comments
regarding the HR*

*Department Spotlight can
be directed to Julie Krinke
jkrinke@csp.edu or 651-
641-8224*



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