

William J. Hellriegel

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Summary

I am an experienced educational leader with a proven record of successful leadership of intensive language programs and centers. This success has been based on strong commitment to and understanding of the needs of all stakeholders, including students, staff, faculty, administration, other institutions, foreign ministries of education, and others. I have created systems where none existed, developed enlightened management where staff and faculty were dissatisfied, built bridges with larger institutions, and hired talented people and gotten out of their way. I have a keen sense of the strategic advantages a center or program might have, and I have a proven record of being able to develop plans and tactics for exploiting them, while motivating all stakeholders to invest in these efforts.

Work Experience

Director. Center for English as a Second Language, Southern Illinois University Carbondale, 1/17-present; full time
Accomplishments and duties include:

- manage all aspects of center functioning, including staff and faculty performance evaluation, budget, marketing, relations with partner institutions, etc.
- develop effective marketing approach and materials for an international student audience
- develop strategic plan for center overall and for international student recruitment, with staff and faculty input
- oversee management of student relations, class scheduling, and curriculum development
- oversee regularly occurring accreditation process
- write and submit special program proposals to domestic and international agencies and institutions
- lead new staff/faculty searches as appropriate
- manage website content

Associate Director for International Development, Herzing University, 1/16-10/16; full time

Accomplishments and duties included:

- developed productive international referral agent and articulation agreements with foreign agencies and institutions
- liaised with US consulates and embassies around the world, developing positive impressions and support among consular officials
- collaborated in development of effective marketing materials for an international student audience
- collaborated in development of strategic plan for international student recruitment

Center Director, Embassy English, Study Group, 6/14-12/15; full time

Accomplishments and duties included:

- effectively operated and managed large language training center
- functioned successfully as designated school official
- improved array of residences offered
- coordinated increase in number of student extensions
- improved conditions for teachers, leading to greater teacher satisfaction and recruitment of better qualified teachers
- implemented professional development plan for all staff, leading also to effective peer-led development
- strengthened homestay network and developed better accommodation options for students
- supervised implementation of improved new teacher orientation system, leading to greater new teacher success
- supervised enhancement of test preparation courses offered and strengthening of academic advising, especially for student progression to universities
- led successful effort to renew ACCET accreditation
- taught successfully as substitute

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Assistant to the Director, Supercomputing Institute, University of Minnesota; 9/04-present; full-time

Accomplishments included:

- successfully led Institute administratively
- planned and implemented \$10 million budget efficiently and effectively
- submitted successful research grant proposals, increasing researcher funding
- administered active grants successfully, leading to increased levels of research funding based in institute
- successfully coordinated large symposia and workshops, leading to greater awareness of institute and increased number of researchers using institute resources
- enhanced institute's profile through management of public relations efforts, including news releases
- created Institute's income-earning external sales program, raising \$50-100K in annual income

Director, Minnesota English Center, University of Minnesota; 8/02-9/04; full-time

Accomplishments included:

- provided dynamic leadership to center, creating and implemented strategic plan where none had existed
- developed and implemented dynamic marketing plan, resulting in 6,000+ additional annual visits to web site and 500+ additional inquiries
- led center's public relations efforts with university, community and world; thus, enhancing center's profile and increasing support from other university units
- stabilized center's finances through larger classes, customized courses, and staff reduction; 30% net cost savings in first year that allowed center to eliminate deficit
- initiated relationships with overseas language travel recruitment agencies, providing increased number of students
- won university approval for international U of M freshmen to take credited U of M courses together with Center courses at TOEFL level of 477 or higher; leading to development of conditional admission arrangement that attracted applicants to center
- developed small group classes (semi-tutorials), which became popular among matriculated students

Academic Supervisor & ESL Instructor/Custom-Designed Program Coordinator; University of California, Santa Barbara Extension, International Programs; 7/91-8/02; full-time

Accomplishments included:

- taught with very high student and peer ratings at all levels and in all content and skill areas
- cooperated with director to successfully restructure organization and hire excellent new teachers
- did domestic and overseas marketing trips which resulted in increased enrollments
- created and coordinated very successful professional development programs for international educators from a variety of countries, involving extensive cooperation with ministries of education
- created and coordinated numerous successful custom-designed programs for Japanese clients
- supervised development of new and cutting-edge intensive English language curriculum (3-year project)
- developed new oral proficiency interview system
- succeeded in raising entire faculty salary scale by 10%
- succeeded in acquiring medical benefits for part-time instructors
- played key role in successful renewal of AAIEP accreditation
- gave numerous TESOL and CATESOL presentations, increasing profile of program

Language Training Program Coordinator and Instructor, Matsushita Electric Industrial Company, Overseas Training Center; Osaka, Japan; 7/85 - 7/91; full-time

Accomplishments included:

- became favorite instructor for many senior managers
- taught successfully at all levels and in all content areas, including business and technical content areas
- worked extensively, based on strong demand, with middle and executive management as tutor, instructor and advisor
- created innovative and effective courses, curricula, tests, and teaching guides
- gave yearly motivational speeches on language learning to new employee groups of 1000+

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- proofread and consulted on technical, promotional and other business-related documents, providing in-house capability where none had existed
- successfully translated corporate literature and executive speeches

Other Experience

- Senator, University of Minnesota, Professional and Administrative Senate, 2012-2014
- Senator, University of Minnesota Senate, 2013-2014
- Coordinator of annual University of Minnesota Community Fund Drive for Office of the Vice President for Research

Education

- Certificate in Supervisory/Management Development, University of California, Santa Barbara Extension
- Master of Arts in Teaching English as a Second Language, University of Arizona
- Bachelor of Arts in Philosophy, University of Arizona

Professional Affiliations

- Member of NAFSA