

James C. Betbeze, Jr.

55 Hermann St., #506

San Francisco, CA 94102

(h) 415/621.2377, (w) 415/514.0770, (c) 415/572.0644

Jcbet66@dslextreme.com, betbezej@dentistry.ucsf.edu

QUALIFICATIONS:

- Superior problem-solving skills, critical thinking and analytical abilities
- Possesses initiative and strong leadership skills
- Works well both independently and collaboratively
- Highly motivated with a strong work ethic
- Able to learn quickly, perform efficiently and prioritize
- Adheres to the highest levels of professionalism and integrity
- Ability to successfully interact at any level (staff to senior executive)
- Significant experience in the field of education
- Excellent Interpersonal Skills

SKILLS

Superb communication skills; Substantial experience in program assessment; staff assessment, advising, training and development; Evaluation/design of administrative systems; General management and supervision of a functional area; Good negotiation skills; Able to network effectively at institutional, inter-institutional, local, state and national levels; Excellent enrollment management skills and experience; Extensive outreach and recruitment experience.

WORK HISTORY

2/2007 – Present

Director of Admissions: School of Dentistry, University of California at San Francisco. Responsible for the oversight and management of the day-to-day operations of the Admissions Office. Represent School of Dentistry at the campus, local, state and national levels on issues related to admissions, enrollment management, outreach and recruitment. Supervise 4 career staff. Develop and manage unit budget. Design, implement and evaluate procedures and policies for managing the admissions process of ~2000 applications annually for the DDS program as well as oversight of the admissions process of 9 post-graduate specialties. Collaborate with University of the Pacific Dental School and San Francisco State University in the administration of a post-baccalaureate program targeted towards disadvantaged reapplicants. Advise potential applicants to all programs. Develop course articulations between the School and other academic institutions. Design and lead recruiting and outreach efforts for school. Serve in an advisory capacity to the Associate Dean for Education, the pre-doctoral Admissions Committee, the Scholarship Committee and the program directors of the specialty programs. Serve on various School and University committees.

3/2000 – 2/2007

Admissions Coordinator: School of Pharmacy, University of California at San Francisco. Manage and direct the student admissions process of the Clinical Pharmacy program. Responsible for determining needs and pacing of admissions process including the tracking, review and evaluation of applicants (~ 1400 per year) and their materials. Design and implement cycle calendar. Serve as liaison to other pharmacy programs and other colleges and universities on issues related to admissions. Represent program on admission issues at national level with the Pharmacy College Application Service (PharmCAS). Advise faculty and other senior administrators on issues related to admissions and institutional policy. Create and implement new policy related to admissions as necessary. Independently interpret policy and make *ad hoc* decisions as related to applicants and situations not provided for under current policy and procedure. Manage format of admissions database software. Design and facilitate training in admissions process and software for unit staff. Determine course equivalencies and establish articulations for program prerequisites between the UCSF School of Pharmacy and other academic institutions. Evaluate/verify foreign academic records and credentials. Supervise one full-time assistant

(AAll) and, as needed, provide partial supervision of unit staff members as their duties relate to the admissions process. Design, organize and present workshops for prospective applicants. Design and/or update new program information materials and application materials. Revise cycle process as necessary to streamline efficiency. Advise prospective applicants. Participate in school outreach/recruiting efforts.

6/1994 – 3/2000

Student Affairs Officer I: Department of Nutritional Sciences, College of Natural Resources, University of California at Berkeley, CA. Advised undergraduate students regarding major, college and university requirements. Provided personal advising to students as requested/needed. Pre-screened and advised potential students for both undergraduate and graduate programs. Interpreted and applied university policies and procedures in coordination with teaching staff, and other university offices and departments to process various requests and petitions regarding scheduling, grades, committees, registration, graduate student appointments, special petitions, and financial aid. Served as department scheduler, creating the annual schedule of classes. Served on the Undergraduate Affairs Committee and the Graduate Affairs Committee. Served as an *ex officio* member of the admissions committees for undergraduate transfer students and two graduate groups. Assisted teaching staff in the development of additional programs for students (e.g. new degree tracks, a minor, and a new interdepartmental graduate group). Designed and implemented department recruiting/outreach efforts. Coordinated department participation in College and University events such as Commencement and CAL Day. Managed department web pages. Budgeted block grant appropriations for two graduate groups.

OTHER INFORMATION:

AADSAS Taskforce, 2008 – Present: Appointed for a 3-year term. The charge of the taskforce is to support the AADSAS staff in reviewing and revising data elements, data manipulation, report formats, information transmittal protocols; and to serve as a liaison between admissions officers and the application service to address concerns and request improvements to the system and process.

Chancellor's Advisory Committee for Gay, Lesbian, Bisexual, & Transgender Issues, 2008 – Present: The charge of this committee is to advise the Chancellor on "issues of concern to the UCSF GLBT community and make recommendations to the Chancellor's Cabinet on current issues affecting the UCSF GLBT community, including, but not limited to: homophobia on campus; discrimination on the basis of sexual orientation; and other 'quality of life' issues among students, staff, and faculty."

Dental Pipeline Outreach Committee, 2007 – Present: Represent the interest of the UCSF School of Dentistry to this coalition of the six California dental schools. The charge of the committee is to develop and implement joint outreach and recruiting activities targeted at disadvantaged and underrepresented groups. This is funded through the Pipeline Phase II grant from the California Endowment.

Inside UCSF Planning Committee, 2007 – Present: Represent the School of Dentistry in the planning of this annual outreach event targeted towards underserved students interested in the health sciences.

UCSF School of Dentistry Implementation Committee on Women and Underrepresented Minorities, 2007 – Present: Appointed to this committee which was established to address the School's goals of increasing the diversity of its faculty, staff and students.

UCSF Subcommittee on Outreach, 2007 – 2008: Appointed to this *ad hoc* campus committee, which is a subcommittee of the Chancellor's Advisory Committee on Diversity. The charge of the committee is to: 1) Assemble an inventory of existing campus programs designed to increase the pool of students from diverse backgrounds and to support the recruitment and retention of students, postdoctoral scholars and faculty from diverse backgrounds. 2) Conduct a succinct review of best practices for fostering effective outreach programs in academic institutions, particularly for the health sciences. 3) Make recommendations for improving the success and impact of UCSF's outreach endeavors.

PharmCAS Advisory Panel, 2002 – 2006: Panel member on national committee responsible for the design of the first PharmCAS application, a web-based national application to pharmacy schools that is administered through a centralized process. After launch of the application, responsibilities included the continued monitoring of process and application, creation of enhancements to application and development of relevant policy.

PharmAdMIT Beta-Testing, 2000: Completed beta-testing of PharmAdMIT software (the companion database software provided to schools participating in PharmCAS) for the developer, Academic Management Systems (AMS). Analyzed and reported on functionality of software. Recommendations used as basis for significant revisions to software before general release to other schools of pharmacy. Continued to advise AMS on issues of software functionality throughout tenure of Admissions Coordinator position.

Consultant/Professional Trainer: Upon invitation from Academic Management Systems, acted as consultant and provided training to new users of PharmAdMIT and A-Client software at other academic institutions.

EDUCATION & TRAINING:

Bachelor of Arts: University of California at Berkeley, 1994 (Anthropology)

Masters in Public Administration: San Francisco State University, 2008 (expected)

UC Management Skills Assessment Program (MSAP), May 2006. Selected as sole participant from the UCSF School of Pharmacy. An annual, system-wide, week-long professional retreat involving structured activities with an emphasis on developing management skills for promising future leaders of the university.

Assisting Students in Crisis, Feb-March 1995. Seminar series focusing on various topics including: suicide, stalking and sexual harassment. Designed to improve skills of identifying and responding to crisis situations of students.

PROFESSIONAL ORGANIZATIONS & SOCIETIES:

American Dental Education Association, member.

National Association of Graduate Admissions Professionals, member.

American Society for Public Administration, member.

UCSF Academic Business Officers Group, member.

Phi Alpha Alpha (Public Administration Honor Society), member.

Former Memberships

American Association of Colleges of Pharmacy, member.

AWARDS:

- 2007-2008 UCSF, School of Dentistry Staff Recognition & Development Award
- 2006-2007 UCSF, School of Dentistry Staff Performance Award
- 2005-2006 UCSF, School of Pharmacy Individual Staff Performance Award
- 2004-2005 UCSF, School of Pharmacy Team Staff Performance Award (2 nominations)
- 2003-2004 UCSF, School of Pharmacy Team Staff Performance Award
- 2002-2003 UCSF, School of Pharmacy Individual Staff Performance Award
- 2001-2002 UCSF, School of Pharmacy Individual Staff Performance Award
- 2000-2001 UCSF, School of Pharmacy Individual Staff Performance Award
- 1998-1999 UC Berkeley, College of Natural Resources Individual Distinguished Service Award

REFERENCES: Available upon request