

Curriculum Vitae
Chaffee W. Viets

Office of Special Scholarships
Georgia Institute of Technology
Atlanta, GA 30332-0288
(404) 894-1615 viets@gatech.edu

EDUCATION

M.A. History, North Carolina State University, Raleigh, NC, 2009 (Minors: Religion, Classics)

B.A. History, North Carolina State University, Raleigh, NC, 1998 (Minor: English); graduated Summa Cum Laude; completed the University Scholars Program

Major Fields Roman History, Ancient Mediterranean Religion, Ancient Greek History, Ancient Near/Middle Eastern History

SUMMARY OF PROFESSIONAL EMPLOYMENT

- Aug. 2011 – present **Director, Office of Special Scholarships**
Stamps President's Scholars Program, Bradley-Turner Servant Leadership Scholarship, FIRST Robotics Scholarship
Georgia Institute of Technology, Atlanta, GA
- Dec. 2010 – 2011 **Consultant, Robertson Scholars Program**
Duke University/The University of North Carolina, Durham/Chapel Hill, NC
- Fall 2007, 2008, 2009 **Teaching Assistant (ECD 296), Department of Counselor Education**
Janice Odom, North Carolina State University, Raleigh, NC
- Oct. 2007 – 2010 **Associate Director, Caldwell Fellows Program**
North Carolina State University
- March 2005 **Acting Director, Park Scholarships**
North Carolina State University
- April 2004 - 2007 **Associate Director, Park Scholarships**
North Carolina State University
- Spring 2004 **Teaching Assistant (BUS 295S), Department of Business Management**
Paul Mulvey, North Carolina State University
- June 1999 - 2004 **Assistant Director, Park Scholarships**
North Carolina State University
- Nov. 1998 - 1999 **Interim Assistant Director, Park Scholarships**
North Carolina State University
- July – Nov. 1998 **Program Coordinator, Park Scholarships**
North Carolina State University
- Fall 1996 **Student Teacher, Social Studies Department**
Apex High School, Wake County Public School System, Apex, NC

SUMMARY OF PROFESSIONAL EMPLOYMENT (CONTINUED)

July 1996 - 1998	Research Assistant, Department of History S. Thomas Parker, Roman Aqaba Project, North Carolina State University
Aug. 1994 – 1998	Undergraduate Teaching Assistant (USP 110), University Scholars Program North Carolina State University
Aug. 1994 - 1996	Resident Assistant, Housing and Residence Life North Carolina State University

DESCRIPTION OF EXPERIENCE

Director

August 2011 – Present

Office of Special Scholarships
Georgia Institute of Technology

Direct flagship Stamps President's Scholars Program and Bradley-Turner Servant Leadership Scholars. Develop strategic vision and implementation for the Special Scholarships at Georgia Tech. Manage national selection process for the Stamps President's Scholars Program encompassing 60 regional Committees and 300 alumni, faculty, staff and parent volunteers.

Supervise two assistant directors, an event coordinator and seven student assistants. Coordinate "Faculty Guide" program, pairing one or more faculty with each cohort of Stamps President's Scholars. Oversee development, implementation and offering of academic enrichment, study abroad and professional development programming for 200 scholars, including collective and individual mentoring. Connect scholarship students with upperclassmen, faculty and alumni mentors. Serve as liaison between Stamps President's Scholars alumni and students.

Collaborate with deans, vice provosts, school chairs (department heads), and two honors-type programs' directors to facilitate and develop faculty interaction with Stamps President's Scholars. Coordinate with the Office of Undergraduate Admission and Office of Scholarships and Financial Aid to recruit, select and yield Stamps President's Scholars.

Oversee \$5 million annual budget. Cultivate corporate/donor financial and in-kind support for scholarship program. Teach program/Institute introductory course (GT1000) to new Stamps President's Scholars.

Accomplishments:

- Instrumental performance leading to landmark, perpetual gift from the Stamps Family Charitable Foundation of \$1.2 million annually and to renaming of the program by the university
- Hosted four-day Stamps Scholars National Convention 2015 for 41 schools and 550 participants
- 65 awards, some valued as low as \$4,000 per year, into 40 all full ride scholarships
- Created travel program involving faculty-guided, student-led, academic inquiry trips
- Established faculty guide role whereby professors work directly with a cohort of scholars
- Honored multiple times by student nomination in "Thank-A-Mentor" program
- Initiated production of program's first-ever annual report
- Recruited first international President's Scholars and first PhD-level President's Scholar
- Elected president of the Undergraduate Scholarship Program Administrators Association

Consultant

December 2010 – 2011

Robertson Scholars Program
Duke University/The University of North Carolina at Chapel Hill

Advised senior staff on scholarship program administration and organizational structure, particularly regarding recruiting and selection processes. Established new recruiting strategy inclusive of under-represented minorities. Wrote 2010-11 board report for the Robertson Foundation; evaluated scholarship applications and interviewed candidates. Assisted staff in navigating challenging waters between benefactor desires and integrity of selection process.

Teaching Assistant

Fall 2007, 2008, 2009

Department of Counselor Education
North Carolina State University

Assisted Dr. Janice Odom in instructing the ECD 296 course in servant leadership for Caldwell Scholars. Managed technical aspects of class and space reservations.

Associate Director

October 2007 – 2010

Caldwell Fellows Program
North Carolina State University

Administered prestigious scholarship and leadership development program for undergraduates. Served as deadline-oriented manager of business and financial operations, including purchase negotiations, accounting, contract management and human resource functions. Directed development of program Web sites and served as Webmaster. Created robust applicant tracking system integrating three functions: online application submission, application review, and criteria-based, in-person interview assessments. Resulted in increase in productivity of file review by 200% and ability of alumni remotely located to participate in review.

Trained all members of selection committee, including chancellor, dean, faculty, CEOs and alumni. Cultivated alumni and donor relationships through strategic outreach. Advised student leaders in concert with faculty in planning service-learning and cultural immersion expeditions to domestic and international locations (New Orleans, Mexico and Eastern Europe); accompanied students on such trips to provide further guidance and leadership.

Acting Director

March 2005

Park Scholarships
North Carolina State University

Assumed direct oversight of program while director took professional leave. Reported to chancellor of the University, supervised two professional staff and mentored more than 200 Park Scholars. Directly oversaw the yield recruiting process during this time, securing acceptance of more than 80% of scholarship offers made for the Class of 2009.

Associate Director

April 2004 – 2007

Park Scholarships
North Carolina State University

Served as program administrator for flagship scholarship program. Supervised executive assistant, including performance review, conducted job analyses for professional and temporary staff, and directed staff retreats.

Developed instructional modules on evaluating applications, behavioral interviewing and program representation. Managed more than 50 lecture/networking events and four annual, weekend-long conferences. Wrote and produced annual reports and program brochures. Spearheaded the creation of a four-year course sequence for Park Scholars focused on development in scholarship, leadership and service.

Teaching Assistant

Spring 2004

Department of Business Management
North Carolina State University

Assisted Dr. Paul Mulvey in instructing the BUS 235S honors course on leadership for Park Scholars. Graded assignments, bi-weekly quizzes, response papers, and service project group presentations. Lectured on historical leadership as found in the life of Cleopatra VII, consort of Julius Caesar and Marcus Antony.

Assistant Director

November 1998-2004

Park Scholarships
North Carolina State University

Ran in-state portion of selection process through network of seven chairpersons and 160 volunteers. Managed dozens of events statewide for selection process, including training for alumni and faculty in application and candidate evaluation. Guided students in planning enrichment activities, including in-state and out-of-state trips. Arranged use of corporate headquarters (e.g. Capital One, Wachovia) for interview events. Managed all in-state recruiting efforts, served as liaison to parents of scholars, and managed all events for the program.

Program Coordinator

July-October 1998

Park Scholarships
North Carolina State University

Coordinated and conducted North Carolina recruiting activities. Planned and organized receptions and Parent's Weekend event.

Student Teacher of World History, Economics, Law and Justice

Fall 1996

Apex High School, Wake County Public School System, Apex, NC

Designed class lectures and activities, prepared lesson plans, selected texts, and compiled exams. Taught three classes per day of tenth grade world history, one course of ninth grade economics, and one course of twelfth grade law and justice. Supervised, evaluated, and disciplined students.

Research Assistant

1996-1998

Department of History
North Carolina State University

Performed data entry, managed publicity, prepared correspondence and staff updates, and edited and revised field records from 1996 Roman Aqaba Project archaeological season.

Undergraduate Teaching Assistant

January 1994-1998

University Scholars Program
North Carolina State University

Coordinated group activities and teaching assistance for University Scholars; facilitated and moderated group and panel discussions; performed computer and public relations work.

Resident Assistant

August 1994-1996

Housing and Residence Life, Sullivan Hall
North Carolina State University

Planned and supervised social, academic and informational gatherings for 36 students living in the scholars' residence hall. Received outstanding reviews from the resident hall director. Inducted into the National Residence Hall Honorary, largely for receiving award for University's Academic Program of the Year.

HONORS AND AWARDS

- "Thank a Mentor/Teacher"** recognition, Georgia Institute of Technology 2012, 2013
<http://www.cetl.gatech.edu/thankateacher>
- Award for Excellence** (nomination), Chancellor's Unit, North Carolina State University 2004
http://www.ncsu.edu/human_resources/benefits/easummary.php
- Pride of the Wolfpack Award**, North Carolina State University 2003
http://www.ncsu.edu/human_resources/benefits/pwa.php
- Award for Excellence** (nomination), Chancellor's Unit, North Carolina State University 2000
http://www.ncsu.edu/human_resources/benefits/easummary.php
- Jennifer C. Groot Memorial Fellowship**, American Center of Oriental Research 1998
http://www.acorjordan.org/index.php?option=com_content&task=view&id=79&Itemid=54
- Best Seminar Paper** "Herod Agrippa," Department of History, North Carolina State University 1998
- Highest Academic Performance**, Department of History, North Carolina State University 1998
- Senior Book Award**, Phi Alpha Theta, North Carolina State University 1998
- Endowment for Biblical Research Grant**, American Schools of Oriental Research 1996
http://www.asor.org/pubs/news/47_1.html#EBR
- Study Abroad Scholarship**, College of Humanities and Social Sciences, North Carolina State University 1996
- Academic Program of the Year**, Housing/Residence Life, North Carolina State University 1996
- Programmer of the Year**, Sullivan Hall, North Carolina State University 1996
- Sophomore Book Award**, Phi Alpha Theta, North Carolina State University 1995

HONOR SOCIETIES

Honoris Causa, Omicron Delta Kappa	2013
Member, Honor Society of Phi Kappa Phi	1996, 2009
Member, Phi Beta Kappa	1995, 2009
Member, National Residence Hall Honorary	1995
Member, Phi Alpha Theta, History Honor Society	1995
Member, Golden Key National Honor Society	1995

PROFESSIONAL SERVICE

College and University

Honors Program Task Force, Georgia Institute of Technology	2013-2014
Enrollment Services Strategic Planning Committee, Georgia Institute of Technology	2013
Talks at Tech Committee, Georgia Institute of Technology	2012
Faculty Advisor, Golden Chain Society, North Carolina State University	2008-2010
College of Humanities Dean Search Committee, North Carolina State University	2006
Selection Committee, Award for Excellence, North Carolina State University	2001, 2005
Chair, Commencement Committee, North Carolina State University	2001-2004
NC State Fellows Program, Selection Committee, North Carolina State University	1999

Extramural

Past President, Undergraduate Scholars Program Administrators Association	2015-2017
Wilderness First Responder (WFR), Certified by Solo Southeast	2015
Chair, Summit 2013, Undergraduate Scholars Program Administrators Association	2013
Board Member, Undergraduate Scholars Program Administrators Association	2012-2013

PUBLICATIONS

- Viets, Chaffee W. *2013 Annual Report. Georgia Tech President's Scholarship Program*. Atlanta: Georgia Institute of Technology, 2013. <http://psp.gatech.edu/files/PSPAnnualReport2013.pdf>
- Investing in Progress: 2011-12 Annual Report* (of the President's Scholarship Program). Atlanta: Georgia Institute of Technology, 2012. <http://www.psp.gatech.edu/files/PSPAnnualReport2012.pdf>
- "Montanism in Second/Third Century CE Anatolia: A Hybridist Mystery Religion." Master's thesis, North Carolina State University, 2009. <http://repository.lib.ncsu.edu/ir/bitstream/1840.16/642/1/etd.pdf>

---“Endowment for Biblical Research Travel and Research Grant Recipient Profile and Final Report Information 1997.” *American Schools of Oriental Research Newsletter*, 47.1 (1997). http://www.asor.org/pubs/news/47_1.html#EBR

COURSES TAUGHT

Georgia Institute of Technology

GT 1000, **Freshman Seminar** (1 unit), is designed to help students transition from high school to college life at Georgia Tech. This section, specifically for President’s Scholars, focuses on additional development in the program pillars of scholarship, leadership, progress and service.

North Carolina State University

ECD 296, **Special Topics in Education: Counselor Education** (3 units), Individual or group study of special topics in professional education, in this case, Caldwell Fellows’ servant leadership. The topic and mode of study are determined by the faculty member after discussion with the student (*teaching assistant only*).

BUS 295S, **Special Topics in Business Management** (3 units), Experimental course development. Special topics in Business Management at the introductory, honors level, in this case, Park Scholars leadership development (*teaching assistant only*).

USP 110/111, **Humanities and Social Sciences Scholars Forum** (0 units), Interdisciplinary seminar series with presentations by distinguished faculty members and experts drawn from technical, academic, business and government communities. Discussions of major public issues and topics of contemporary concern (*teaching assistant only*).

PRESENTATIONS

“University in the USA - Both the Basics and Beyond” (Wellington/ Fulbright/Good Schools Advisor Training), Kensington Close Hotel, London, United Kingdom, September 23, 2016. **Spoilt for Choice: Discovering US Universities**. Co-Presenter with Mikael Perreau, New York University, and Milena Mareva, Associate Director, Wellesley College.

College Panel. ACS Cobham, Cobham, United Kingdom, September 22, 2016. **Financial Aid and Scholarships** Co-Presenter with Chenelle Goyen, University of Georgia, Monica Esser, Fordham University, and Jason Wynn, Georgia College.

Scholars Program Administrators Association 10th Annual Conference, University of Texas at San Antonio, San Antonio, TX, June 3, 2016. **Helping Your Scholars Avoid Recommendation and Reference Pitfalls**. Presenter.

Georgia Association of Collegiate Registrars and Admissions Officers, Georgia Center’s UGA Hotel and Conference Center, Athens, GA, November 2, 2015 **Fantasy Admissions**. Co-

Presenter with Rick Clark and Matt McLendon, Georgia Tech, and Amy Clines, Columbus State University.

Student-Parent Information Session, Kennesaw Mountain High School, Marietta, GA, October 7, 2015. **Finding Your Niche: College, Scholarships, Military, or Employment?** Presenter.

Undergraduate Scholars Program Administrators Association 9th Annual Conference, College of William & Mary, Williamsburg, VA, June 4, 2015. **You Can Get There From Here: An Overview of the Purpose, Options and Assessment of International Experiences.** Co-Presenter with Diane Zablotzky, UNC-Charlotte.

Southern Association for College Admission Counseling Annual Conference, Sheraton Convention Center, Birmingham, AL, April 20, 2015 **Fantasy Admissions.** Co-Presenter with Rick Clark and Matt McLendon, Georgia Tech, and Amy Clines, Columbus State University.

Student-Parent Information Session, Holy Innocents Episcopal School, Atlanta, GA, October 8, 2014. **Preparing for Selection Scholarships.** Presenter.

Student-Parent Information Session, Wheeler High School, Marietta, GA, September 11, 2014. **Finding Your Niche: College, Scholarships, Military, or Employment?** Presenter.

“Oh Say Can You See: University in the USA” (Fulbright/Wellington/Sutton Trust/Good Schools Guide Advisor Training), Kensington Close Hotel, London, United Kingdom, September 27, 2013. **Do You Make the Grade? On Recommendation Letters for Major US Scholarship Programs.** Co-Presenter.

Professional Development Series, President’s Scholarship Program, Georgia Institute of Technology, September 19, 2013. **“Connecting” as a Leadership Skill.** Presenter.

Student-Parent Information Session, Wheeler High School, Marietta, GA, September 4, 2013. **Finding Your Niche and Applying for Scholarships.** Presenter.

Undergraduate Scholars Program Administrators Association 7th Annual Conference, University of Texas, Austin, TX, May 30, 2013. **Incorporating Admission Staff Into Your Overall Scholarship Recruiting Efforts.** Co-Presenter with Kristen Lubrano Andersen, Georgia Tech.

Success Series, Office of Leadership and Civic Engagement, Georgia Institute of Technology. October 22, 2012. **Networking as a Leadership Skill.** Presenter.

Open Interview Presentation, Enrollment Services, Georgia Institute of Technology, August 2, 2011. **Prestigious Undergraduate Scholarships: National Landscape.** Presenter.

National Consortium for Specialized Secondary Schools of Mathematics, Science and Technology (NCSSSMST) Professional Conference, Stuyvesant High School, New York, NY, March 13, 2004. **Wow! What a Recommendation! Workshop.** Presenter.

Student-Parent Information Session, Nash High School, Rocky Mount, NC, September 25, 2003.
Preparing for Competitive Scholarships Presentation. Presenter.

Commencement. Department of History. North Carolina State University. May 16, 1998.
Student Commencement Speech. Speaker.

Southern Regional Honors Council, Savannah, GA, 1998. **Roman Aqaba Project.** Presenter.

Scholars Forum, University Scholars Program, North Carolina State University, Raleigh, NC, 1996. **Field Report: Roman Aqaba Project, 1996 Season.** Presenter.

Southern Regional Honors Council, Norfolk, VA, 1996. **Intellectual and Moral Content in *The Simpsons* Television Show.** Presenter.