

**Steve Varley**  
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## **EDUCATION**

**Ph.D. student, Policy Studies (Economic Development)**  
Clemson University (August 2005 – present)

### **Additional graduate Study**

Gardner-Webb University (2001 - 2004)  
- 9 hours additional graduate study in graduate English program, 2004.  
- 12 hours additional graduate study in the M. Christopher White School of Divinity, 2001-2002.

### **Masters of Business Administration**

Gardner-Webb University (August 2000)  
- Spear headed and served as President of MBA Executive Association student group.  
- Completed graduation requirements in less time than anyone else in history of degree program.

### **B.S. in Printing Production and Imaging Technology**

Chowan College, Murfreesboro, NC (May 1997)  
- Graduated with Magna Cum Laude honors.

## **EXPERIENCE**

### **Instructor, School of Business**

#### **Gardner-Webb University (August 2005 – present)**

- Teaching Macroeconomics, Personal Finance, Introduction to Finance, Organizational Behavior

### **Assistant Vice President for Business & Finance**

#### **Gardner-Webb University, Boiling Springs, NC (8/2003 – 6/2005)**

- Planned, managed, and coordinated all activity related to the awarding and disbursement of over \$25 million in financial aid scholarships, grants and loans.  
- Managed a seven-person team of financial planning counselors; led a procedural and data conversion from legacy system to Oracle-based administrative computer system.  
- Monitored and interpreted compliance with state, federal, institutional and NCAA financial aid regulatory changes.  
- Assisted in the overall University budget planning process for fiscal year 2004-2005.

### **Acting Vice President for Institutional Advancement**

#### **Gardner-Webb University (10/2002 - 7/2003)**

- Personally responsible for directing all foundation grant requests, major gift solicitation, alumni and annual giving efforts, and athletic booster club activities that met institutional expectations of nearly \$4 million annually.  
- Supervised and directed fifteen-person staff of professional fundraisers; led staff through the formal preparation of job descriptions and goals.  
- Coordinated University communication and work with the University's governing body, the Board of Trustees.

- Clarified GWU's scholarship procedure, shaped giving clubs, created institutional policy.

### **Assistant Vice President for Alumni & Parent Relations**

#### **Gardner-Webb University (8/2001 - 10/2002)**

- Coordinated work with Alumni Board and Parents' Board.
- Planned, promoted and spearheaded major University events (Homecoming: 5,000+ attendees, Family Weekend: 3,000+ attendees).
- Facilitated University communication with alumni (22,000 alumni) and parent constituents.
- Helped lead crisis-management efforts during University 2002 presidential transition.
- Addressed groups of 500+ individuals routinely.

### **Director of Corporate & Foundation Relations**

#### **Gardner-Webb University (8/2000 - 7/2001)**

- Created and executed a grant proposal that resulted in a new \$1.24 million grant from Lilly Endowment.
- Coordinated and communicated work with the Board of Advisors, Gardner-Webb's community involvement group.
- Managed the University's corporate and foundation fund-raising plans.
- Administered a grant program that was relied upon by the University for over \$700,000 annually.
- Represented the University in the regional community at a number of speaking and corporate involvement programs.

### **Director of Printing & Publications/Webmaster**

#### **Gardner-Webb University (1/1998 - 8/2000)**

- Budgeted and allocated \$300,000 of printing purchases for the University annually.
- Created the complete University web site of over 1,000 pages. Implemented real time audio streaming, analyzed periodic activity.
- Developed and lectured a weekly web site training session for the University web site departmental webmasters.
- Oversaw two assistant project managers and layout specialists.
- Designed, laid out, prepped and purchased all varieties of printing, from large-format four-color magazines to interstate billboards.

### **Owner**

#### **MediaTrust (1/1997 - 12/1997)**

### **Partner**

#### **SunScapes Interactive Media (8/1994 - 12/1996)**

### **Awards and Affiliations**

Printing Industry of the Carolinas (PICA)

North Carolina Association of Financial Aid Administrators

North Carolina Baptist Development Officers

Council for the Advancement and Support of Education (CASE)

Gutenberg Award 1995: Second Place in world for Process Color Lithography Project

Gutenberg Award 2000: First Place in world for Digital Color Book (Ritz-Carlton Strategic Plan)

Numerous PICA awards