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**Message from the UOTP Alumni President**

Greetings students, alumni and the UOTP team. These are exciting times at our University and we are looking forward to very prosperous New Year.

A few items of interest include:

- Please welcome our new University President, Dr. Rick Murphree. Dr. Murphree hit the ground leading by establishing an aggressive agenda and vision to increase student enrollment by the first quarter of 2018. Again, welcome to the team Dr. Murphree.
- **Great News!** The University of the Potomac (UOTP) has reduced domestic student tuition costs by 55 percent for associate’s and bachelor’s degrees and 37 percent for master’s degrees.
- Spread the Word! Students can now graduate with little or no debt. Each month you’ll make only one payment (\$350 per Month) applied towards your tuition and fees.
- The Office of Business Development and UOTP key stakeholders are planning a Job Fair and Career Workshop on March 17, 2018. If you know employers interested in attending please let me know.

Sincerely,

David Kimble, Ph.D. PMP  
Alumni Association President  
david.kimble@potomac.edu

**Featured Alumni**

In 2017, Radhika obtained her Masters in Information Technology with 4.0 GPA from the UOTP. Currently working as a Product lead for a reputed software company, Radhika says " UOTP is a home with amazing faculty and a caring professional team, she is now a proud UOTP alumni".



**Featured UOTP Staff Member**



Dr. Ruby Ong has been with the UOTP team a few months and is basically the face of the VA campus. After a long career in Dentistry, Dr. Ruby has spent recent years as a professor at Fortis College and ACCT. Dr. Ruby Ong is a member of the National Association of International Students. She currently provides counselling and advising to the UOTP international students.

**New additions to the UOTP team:** Assistant Director - Mark Ortiz / Director of Admissions - Gina Rice-Holland

Earlier in the month of December, the UOTP Marketing team hosted an open house event and invited all employers and workers located in the building at both DC and VA campuses. A couple of our UOTP stars were caught on camera while chatting with one of our distinguished alumni members of the class of 2017 MBA students. From left to right: Toni Newman, Carmela (Cookie) Goodall and Mr. Vardly E. St. Prex.

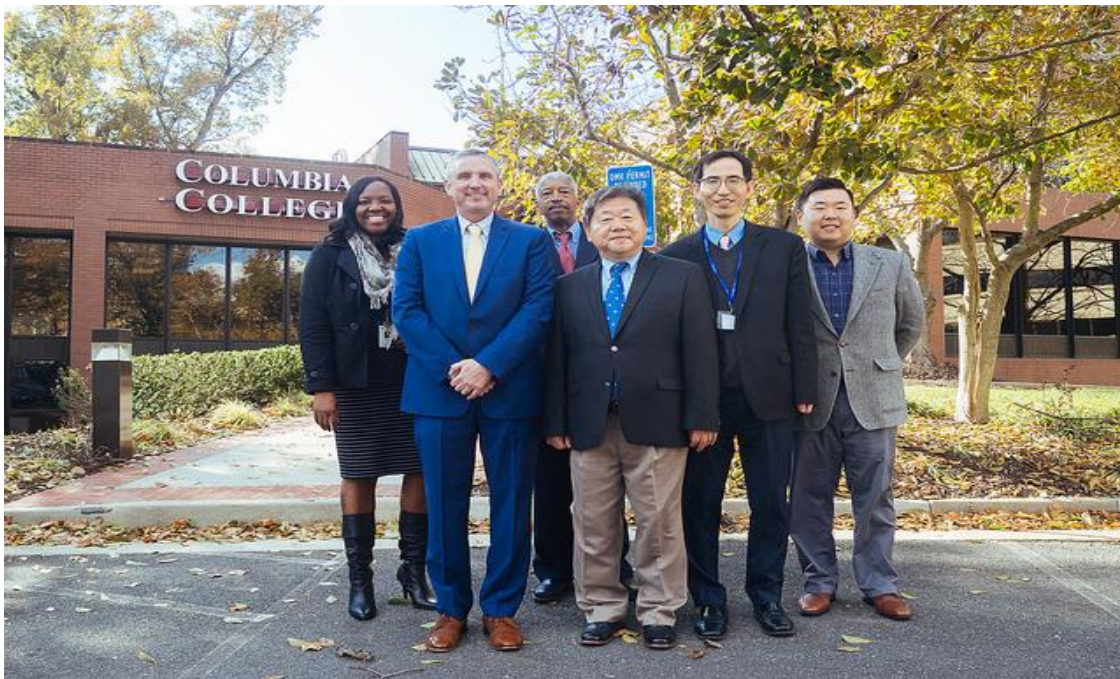




Again, the Marketing event attracted an array of building participants.



### UOTP Office of Business Development – Career Services



In Early December the UOTP team was able to partner with Columbia College to offer BS degrees as their graduates complete their 2-year degrees.



In early December our new President visited China to explore the possibility of expanding the footprint of the UOTP. Talks included the possibility of establishing a UOTP branch in China.



**The Office of Business Development now offers the following services:**

- **Resume Review and Interview counseling support:** Alumni members have offered to help me help students and members with this support. We could use other volunteers as well.
- **Career advisement:** Alumni members will be happy to network with students that have questions on how to enter or move around the job market.
- **Employment search support:** We have started compiling job advertisements with the plan to establish a database. We are looking for help with this project.
- **OPT & CPT:** We have compiled a list of technology businesses that will interview our international students when they are ready for these programs.

**For more information contact:**

Dr. Kimble, Director of Business Development and Career Services

[david.kimble@potomac.edu](mailto:david.kimble@potomac.edu)

## **JOBS – JOBS- JOBS**

**Program Director  
YMCA Arlington County**

The YMCA of Metropolitan Washington (Y) is celebrating over 160 years of charitable service to the Washington Metropolitan area. The Y has a strong commitment to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility. Anchored in more than 10,000 neighborhoods around the country, the Y has the long-standing relationships and physical presence not just to promise, but to deliver, lasting personal and social change. The Y is a cause driven organization that offers tremendous opportunities to make a difference. We invite you to join us in this amazing work to develop your skills, to realize your leadership potential and discover a career that is so much more than a job.

The Y is searching for an energetic and dynamic leader with youth development programming experience!

**Position Summary/Purpose of Position:**

The Program Director is under the supervision of the Senior Program Director. Primary responsibilities include assuring high standards are met in the areas of quality control, program development & growth in the areas of day camp, youth and teen programs and summer aquatics programs. The Program Director will manage departmental staff involved in delivering a quality program and is responsible for motivating and retaining outstanding staff at YMCA Arlington County, 3422 North 13<sup>th</sup> Street, Arlington, VA.

**Some of the exciting things you will do as a Program Director include but are not limited to:**

- Responsible for recruiting and retaining qualified staff to provide quality programs to our members and program participants
- Ensures that all components on program delivery are executed in an organized, efficient, cost effective and complete manner
- Ensures that all employees receive proper orientation, especially regarding safety issues, completes all appropriate HR paperwork, and receives OSHA/Bloodborne Pathogen-Right to Know training, in accordance with association guidelines
- Reviews general ledger statements weekly and reviews statistical reporting at beginning, middle and end of each session to ensure accuracy and to make sure that budget targets are being met
- Ensures that department(s) meet or exceed budgeted expectations
- Promotes safety by maintaining program standards, providing regular training opportunities for staff, and ensure that everyone is aware of departmental safety standards, in accordance with association guidelines
- Assists Senior Program Director/Associate Executive Director with Caring for Community fundraising campaign and Special Events
- Handles and resolves, as completely as possible, member complaints, concerns, and suggestions as they relate to his/her department(s), and works with Senior Program Director/Associate Executive Director to resolve any major issues and long term development
- Continues to focus on new program development and additional revenue opportunities
- **Qualifications and Skills:**
- Bachelor's degree in a related field with a minimum of 3 years' experience working with children and adults in an education/recreation environment
- Must be an effective leader with excellent verbal and written communication skills
- Strong relationship building abilities, and problem-solving strategies
- Coordinates program activities and events
- Assist staff in the establishment of program activities and expands programs within the County community in accordance with the Association and branch strategic plans
- Assists in branch fund raising activities and special events
- Demonstrate financial management and budgeting skills
- Must be physically active to play games and sports with children
- Must have visual acuity to observe all children
- CDL certified or willing to get certified preferred

**Salary: \$37,400 - \$41,400**

**Benefits & Compensation:**

The YMCA of Metropolitan Washington provides progressive employee benefits, including a 10% employer-funded retirement plan with vesting after two years of service; 403(b) savings plans; high quality and affordable healthcare; free YMCA membership for employee, spouse and dependents; generous paid time off package, numerous professional development opportunities, an exciting and collaborative work environment, and the ability to work with creative, talented and diverse individuals!

The YMCA of Metropolitan Washington is an equal opportunity employer committed to diversity and inclusion in the workplace. For other YMCA career opportunities visit our website at [www.ymcadc.org](http://www.ymcadc.org).

Contact: Amber Hootman, email: [amber.hootman@ymcadc.org](mailto:amber.hootman@ymcadc.org)

## **Accounts Receivable Coordinator**

The YMCA of Metropolitan Washington is celebrating over 160 years of charitable service to the Washington Metropolitan area. The Y has a strong commitment to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility. Anchored in more than 10,000 neighborhoods around the country, the Y has the long-standing relationships and physical presence not just to promise, but to deliver, lasting personal and social change. The Y is a cause driven organization that offers tremendous opportunities to make a difference. We invite you to join us in this amazing work to develop your skills, to realize your leadership potential and discover a career that is so much more than a job.

The YMCA of Metropolitan Washington is seeking a dynamic individual to work in the Finance Department.

### **Position Summary/Purpose of Position:**

The Accounts Receivable Coordinator is an integral part of the YMCA, Association Services. The position is responsible for contributing to the overall efficient operations for the finance department with a specific focus on accounts receivable and membership/program billing. Adheres to proper internal controls along with policies and procedure within the strategic plan of the department. Possesses strong technology skills, displays initiative, willingness to communicate, extreme attention to detail and accuracy in performance of all job responsibilities. Responsible for customer satisfaction both internally and externally, as well as demonstrate a commitment to the Y's core values – Honest, Caring, Respect, and Responsibility.

### **Some of the exciting things you will do as an Accounts Receivable Coordinator include but are not limited to:**

- Performs collection activities including, but not limited to emails, phone calls, terminations and branch follow-up; documents/notates non-payment status on member accounts
- Adheres to strict deadlines associated with the creation and distribution of bi-weekly reports to branches regarding payment exceptions/error and ensures corrective action and/or resolution
- Reviews and analyzes A/R branch reports to ensure completeness and payment resolution
- Interacts regularly with branch location to monitor and update member accounts to avoid payment arrearages (i.e. expired credit cards, NSF, holds etc.)
- Process delinquent account for transfer to an outside collection agency
- Answers inquiries and provides timely responses to internal colleagues and external parties
- Advises management of problems/discrepancies as they arise along with proposed solutions
- Prepares checks for deposit at bank branch and posts transactions into Protiviti software as appropriate
- Participates in cross-training activities and performs other accounting related duties as required

### **Qualifications and Skills:**



- Associate Degree, Accounting (preferred) –or- 9 semester hours of accounting/business courses
- 3-5 years relevant work experience (bookkeeping, project coordination, & administrative skills)
- Proficiency in Microsoft excel, Word, Outlook, as well as Protiviti membership software (preferred)
- Clear-cut understanding of basic accounting processes
- Demonstrated experience interacting with internal colleagues and external parties
- Ability to work in fast paced environment meeting daily, weekly and monthly deadlines
- Organized self-starter with strong technology skills, initiative and attention to detail
- Strong oral and written communications skills
- Collaborative, friendly, flexible work style

**Salary: Full Time/Hourly: \$18.50-\$20.00**

**Benefits & Compensation:**

The YMCA of Metropolitan Washington provides progressive employee benefits, including a 10% employer-funded retirement plan with vesting after two years of service; 403(b) savings plan; high quality and affordable healthcare; free YMCA membership for employee, spouse and dependents; paid time off package, numerous professional development opportunities, an exciting and collaborative work environment, and the ability to work with creative, talented and diverse individuals!

The YMCA of Metropolitan Washington is an equal opportunity employer committed to diversity and inclusion in the workplace. For other YMCA career opportunities visit our website at [www.ymcadc.org](http://www.ymcadc.org).

Contact: O’Juan Edwards, email: [ojuan.edwards@ymcadc.org](mailto:ojuan.edwards@ymcadc.org)

**Accounts Payable Coordinator**

The YMCA of Metropolitan Washington is celebrating over 160 years of charitable service to the Washington Metropolitan area. The Y has a strong commitment to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility. Anchored in more than 10,000 neighborhoods around the country, the Y has the long-standing relationships and physical presence not just to promise, but to deliver, lasting personal and social change. The Y is a cause driven organization that offers tremendous opportunities to make a difference. We invite you to join us in this amazing work to develop your skills, to realize your leadership potential and discover a career that is so much more than a job.

The YMCA of Metropolitan Washington is seeking a dynamic individual to work in the Finance Department.

**Position Summary/Purpose of Position:**

The Accounts Payable Coordinator is an integral part of the YMCA, Association Services. The position is responsible for contributing to the overall efficient operations of the finance department with a specific focus on accounts payable tasks. Adheres to proper internal controls

along with policies and procedures within the strategic plan of the department. Possesses strong technology skills, displays initiative, willingness to communicate, extreme attention to detail and accuracy in performance of all job responsibilities. Responsible for customer satisfaction both internally and externally, as well as demonstrated a commitment to the Y's core values – Honest, Caring, Respect, and Responsibility.

**Some of the exciting things you will do as an Accounts Payable Coordinator include but are not limited to:**

- Ensures timely and accurate processing of Accounts Payable and employee expense reports
- Researches question and resolve issues
- Processes vendor invoices, expense reports, check requests and other disbursements
- Codes payments to appropriate general ledger accounts for accurate posting
- Routes vendor invoices to appropriate departments for approval
- Processes timely check runs on a weekly basis to ensure payment deadlines are met
- Communicates and ensures compliance with corporate invoice approval policy
- Communicates with internal customers and outside vendors regarding invoice inquiries/status updates
- Maintains an updated, accurate vendor database, including W9 forms
- Communicates with other departments to ensure efficient and accurate disbursement processing
- Ensures that all vendors and employees are paid on a timely basis
- Prepares/assists with monthly bank reconciliations
- Performs other task as needed by the Supervisor and other department staff
- Other duties as required

**Qualifications and Skills:**

- Associate Degree, Accounting (preferred) –or- 9 semester hours of accounting/business courses
- 3-5 years relevant work experience (bookkeeping, project coordination, & administrative skills)
- Proficiency in Microsoft excel, Word, Outlook, as well as Protiviti membership software (preferred)
- Clear-cut understanding of basic accounting processes
- Demonstrated experience interacting with internal colleagues and external parties
- Ability to work in fast paced environment meeting daily, weekly and monthly deadlines
- Organized self-starter with strong technology skills, initiative and attention to detail
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Contact: O’Juan Edwards, email: [ojuan.edwards@ymcadc.org](mailto:ojuan.edwards@ymcadc.org)

**Colonial Parking has also contacted us with a steady stream of job opportunities:**

Operations, Accounting, Risk Management, Revenue Integral Management, Development Services, there is opportunity for individual growth and development within our company. Interested candidates to our website ([www.ecolonial.com](http://www.ecolonial.com)) to apply.