

Albert J. Spuler

Calle de El Escorial 26, 2 Exterior Derecha 28004 Madrid, España • 646-584-5629 • alspuler@gmail.com

WORK EXPERIENCE

Columbia University

Columbia College Office of the Dean, New York, NY (2016-2025)

Associate Dean for Planning and Information Systems

- Led digital transformation initiatives, including Salesforce implementation, to streamline processes for holistic advising including scheduling appointments, case management and data integration.
- Ensured best-in-class services and practices to support the College's mission and compliance with university policies.
- Managed high-value operational and strategic projects to strengthen administrative infrastructure and planning.
- Contributed as a College Senior Staff member and Office of the Dean Leadership team, collaborating with cross-functional teams to align College services and optimize resource utilization.
- Provided strategic oversight and staff supervision for Columbia College Information Technology.
- Supervised Directors of Administration and Finance in Undergraduate Admissions and the Office of Undergraduate Global Engagement to facilitate unit success and alignment with the Office of the Dean.
- Developed and implemented policies and approvals for international undergraduate student travel, ensuring alignment with Risk Management, OGC, and State Department compliance. Provided strategic and operational oversight for the Undergraduate Travel Review Committee.
- Led multiple leadership transitions and team supervision for departments such as Communications and Events, managing operational change; led executive recruitment and selection. Provided oversight for flagship College events such as Family Orientation, Homecoming, Family Weekend and Reunion.
- Represented the College in committees focused on Student Information System and Degree Audit system development, as well as national and third-party institutional data reporting.

Columbia University

Center for Career Education, New York, NY (2007-2016)

Executive Director, Administration & Planning

- Collaborated with the Dean on strategic planning initiatives, overseeing implementation and coordination.
- Managed the Center's budget, advising the Dean on financial planning and ensuring compliance with university policies.
- Led human resource operations, including staff development, organizational design, compensation, and employee relations. Supervised 8-10 direct reports.
- Oversaw IT and technology initiatives, including website enhancements, CRM system implementation to track and enhance student and employer engagement, and research initiatives to track student learning outcomes as well graduates' first destinations.
- Served as a liaison to academic, student, and administrative offices to ensure smooth operations and cross-departmental collaboration.

Columbia University Division of Student Affairs

Office of Undergraduate Admissions, New York, NY (1999-2006)

Senior Associate Director; Budget Director (2004-2006)

- Managed administrative financial accounts, prepared budgets, and conducted financial analysis and reporting.
- Collaborated on long-term strategic planning, enrollment management, and personalized recruitment campaigns.
- Coordinated recruitment for a designated regional area, serving as Chairperson for Admissions Committees and overseeing travel planning and outreach methods.
- Acted as liaison to the online application vendor, managing e-commerce transactions and application fee reconciliations.

Associate Director of Undergraduate Admissions and Financial Aid Operations (1999-2004)

- Managed departmental financial accounts, prepared budgets, and monitored all transactions, including payroll and purchases.
- Led human resource operations, including job description creation, staff hiring, and managing personnel records.
- Implemented a digital imaging solution for more efficient application processing, integrating document management with institutional systems.

Columbia University School of the Arts

Writing Division, New York, NY (1997-1999)

Program Coordinator

- Managed course scheduling, faculty assignments, and student advising.
- Developed and maintained departmental databases and coordinated admissions review processes.
- Led budget planning, expense tracking, and financial aid coordination.
- Coordinated faculty and staff hiring, as well as departmental facilities and equipment needs.

Parsons School of Design, The New School for Social Research

Foundation Year Program, New York, NY (1996–1997)

Assistant to the Chair

- Coordinated course schedules, faculty assignments, and student registration systems.
- Managed budgetary needs, tracked departmental expenses, and acted as liaison to Accounting and Payroll.
- Supervised hiring, payroll, and other personnel-related processes.

EDUCATION

University of Michigan, Horace H. Rackham School of Graduate Studies, Ann Arbor, MI

M.A., Higher Education Administration

Rutgers College, Rutgers University, New Brunswick, NJ

B.A., Political Science and History

HONORS/AWARDS

- Phi Beta Kappa
- Wilbur J. Cohen Award
- William H. Payne Scholar, University of Michigan School of Education

PRESENTATIONS AND PUBLICATIONS

- *Hurtado, S., Carter, D.F., and Spuler, A. (1996).* Latino student transition to college: Assessing difficulties and factors in successful college adjustment. *Research in Higher Education*, Vol. 37 (2). Presented at the 1994 Association for Institutional Research Forum in New Orleans, LA.
- *Tearing down the walls: Student outcomes in peer-facilitated intergroup dialogues.* (With Ximena Zuniga, Todd D. Sevig, Monita Thompson, Eric Dey, & Biren A. Nagda). Presented at the American Educational Research Association Conference, April 1996, New York, NY.

ADDITIONAL SKILLS

- Microsoft Office Suite
- Salesforce
- PeopleSoft
- Slate
- AlumnIQ
- Handshake
- Microsoft Dynamics CRM
- OnBase