

Louisa Lynne Kessel

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Education

Texas A&M University College Station, Texas May 1999

Master of Science in Educational Administration

Emphasis on Student Development and Student Affairs Administration

Texas A&M University College Station, Texas Aug. 1993 – May 1997

Bachelor of Arts in International Studies and English

Professional Experience

Collin County Community College Student Development October 2002 – Present

Director – Recruitment and Programs for New Students, Preston Ridge Campus

- Provide leadership for and supervise staff, including: hiring, training and development, and evaluation
- Develop and manage department budget of \$233,000
- Direct district's new student programs, including new student orientation, mentoring, and other programs designed to increase student retention and success
- Coordinate course offerings, orientation, registration, and tracking for special admissions students including concurrent/dual credit high school students, home school students and students under 18 without a high school diploma or GED
- Work closely with the Vice President for Academic Affairs, Deans and Program Coordinators on scheduling courses and recruiting faculty for dual credit classes
- Coordinate off-site services for orientations, registrations, and other college services, as the needs are identified throughout the district's service area
- Coordinate tracking and reports for feedback to local Independent School Districts with the Institutional Research Office
- Coordinate with Public Relations on overseeing all aspects of the District's general information dissemination process including the distribution of targeted and mass communication to CCCC's respective publics

Collin County Community College Student Development May 2002 – October 2002

Assistant Director of Student Life – Student Life, Spring Creek Campus

- Creatively develop, implement, market, and evaluate all aspects of Student Life programs
- Work in conjunction with faculty, deans, staff, and Student Life to compliment classroom learning
- Supervise two full-time staff members and eight to ten student assistants
- Plan, organize, and publicize district wide lectures while managing \$16,500 budget
- Work with the Vice President of Student Development, deans, provost, directors, and faculty to develop, implement, and refine the Student leadership Academy (SLA)
- Negotiate contracts for events and activities
- Oversee all office operations of Student Life Office including Lost & Found, Banners, Easels, Posting, and ID system issues
- Create and coordinate assessment programs for Student Life
- Establish organizational regulations for formation of organizations while advancing organizations concerns
- Create and edit *Student Handbook*, brochures, and college materials
- Present workshops to various campus groups and organizations
- Coordinate training and create manuals for new full-time staff and student assistants
- Fulfill duties of Director in her absence

Collin County Community College Student Development Aug. 1999 – May 2002

Program Coordinator – Student Activities, Spring Creek Campus

- Hire, supervise, train, and manage Staff Specialist plus eight to ten Student Assistants
- Plan, organize, and publicize district wide lectures while managing \$16,000 budget
- Negotiate contracts for events and activities
- Oversee all office operations for Student Activities Office including Lost & Found, Banners, Easels, and Posting

Leadership Roles

- Create and coordinate assessment programs for Student Activities
- Assist with the creation and oversee implementation of new college ID system
- Serve as Primary Advisor for Student Advisory Council (SAC) and Leadership Program
- Create and edit *Student Handbook*, brochures, and college materials

CLARA (Consortium Leadership and Renewal Academy), North Texas Community College Consortium Leadership Program,

Aug. 2001 – July 2002

- Participate in various conferences and specialized administrative training
- Attend ten to twelve various conference in the North Texas Region
- Oversee and Implement Student Leadership Academy for CLARA individual project

The Leadership Consortium of North Texas Area Colleges and Universities (TLC),

Treasurer, Sept. 1999 – March 2000

- Collected membership and leadership conference dues while managing overall budget

Leadership Conference Co-Chair, March 2000 – Feb. 2001

- Organized, planned, and publicized leadership conference for approximately 150 students

Chair-Elect, Feb. 2001– Feb. 2002

- Provided professional development for TLC meetings and selected conference workshops and keynote

Chair, Feb 2002 – Present

- Coordinate creation and implementation of organizational goals and identify timeline for implementation

Adjunct Faculty, Study Skills, Collin County Community College District, Spring 2002

- Taught class to improve the skills of students to aid in retention and college success

Junior Community College Student Personnel Association of Texas (JCCSPAT), *Chairman's Committee*, March 2000

- Plan and implement conference for community college associates

Census 2000 Complete Count Committee, Aug. 1999 – June 2000

- Marketed and promoted activities to enhance *Census 2000* awareness in City of Plano

Diversity Conference Committee, Aug. 1999 – March 2000

- Organized premier *Diversity Conference* for Collin County Community College
- Recruited and developed workshop presentations and oversaw event formation

Awards & Honors

Collin County Community College, Aug. 1999 – January 2003

Phi Theta Kappa, Alpha Mu Tau Chapter, Service Recognition Award, May 2000 – Present

Kappa Delta Pi, Mu Chapter, International Honor Society, Member, May 2000 – Present

CLARA, Certificate of Completion, July 2002

Ambassador Award, January 2003

Special Skills

- **Computer Skills:** Macintosh/IBM, *Word Perfect*, *Microsoft Word 6.0*, *PowerPoint*, *Excel*, *PageMaker*, *GroupWise*, *Internet*
- **Grant Writing**
- **Presentation Experience**

Professional Memberships

Association of College Unions International (ACUI)

Junior Community College Student Personnel Association of Texas (J/CCSPAT)

National Association of Student Personnel Administrators (NASPA)

Texas Association for College Admission Counseling (TACAC)

Texas Association of College and University Student Personnel Administrators (TACUSPA)

Texas Association of Collegiate Registrars and Admissions Officers (TACRAO)

The Leadership Consortium of North Texas Area Colleges & Universities (TLC)