

Audrey L. Newsome

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Career Objective:

To secure a challenging, administrative position, allowing utilization of management and supervisory experience in education.

Education:

University of Texas at Austin, Austin, Texas

ABD – Education Administration – 1996

All doctoral coursework completed, pending dissertation.

University of North Texas, Denton, Texas

M. Ed. – Education Administration, 1992.

Winston Salem State University, Winston Salem, North Carolina

BS-Physical Education/Psychology, 1980.

Communications Training Center, San Diego, CA

Certificate of Completion, Communications Specialist, U.S. Marine Corps.

Experience:

8/99-Present

Assistant Director of Academic Advising

Collin County Community College, Plano, Texas

- Select, train, supervise, and evaluate the advising assistants and coordinate staffing for the District's onsite advising for fall and spring registration.
- Provide general academic and transfer advising to new and continuing students, undecided majors, and/or students who are changing their majors to ensure their success at the College and assist with critical transitions to baccalaureate study and employment.
- Work with the assigned academic division in providing specialty advising for the disciplines represented, (Athletics.)
- Work with the Computer Services in establishing and maintaining an on-line academic advising service.
- Provide leadership in the development of services to ensure that students for SOAAP and student athletes are efficiently and effectively advised and registered.
- Provide daily supervision for temporary part-time staff.
- Conduct advising staff meetings in the absence of the Director.
- Coordinate Spring Creek Campus registration work schedules for academic advisors and the advising assistants for on-site registration, ensure appropriate staffing at Central Park and Preston Ridge Campuses for registration, and provide leadership and support during this period.
- Select, hire, train, and coordinate the advising schedules for on-site registration.

- Assist or advise students regarding program planning, course selection, schedule changes, transferability, and course withdrawals.
- Provide leadership in the area of unofficial degree planning for students and in the evaluation of student transcripts.
- Participate in evening advising.
- Provide assistance to other academic advisors in their job priority areas.
- Travel between campuses to advise students, attend workshops, seminars, meetings, etc...
- Keep up-to-date with changing job information in order to answer work related questions and provide assistance to students, staff, faculty, and the general public in a timely and courteous manner.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques and standards with minimal supervision within the assigned time frame.
- Interact and work cooperatively with other members of the college and community.
- Contribute to the team efforts of the department.
- Safeguard sensitive or confidential information from intentional or unintentional disclosure, remain calm when faced with emotional or irate individuals.
- Present one's self and the college in a positive, professional manner.
- Actively participate in assisting the college in maintaining standards required for accreditation.

1/93 to Present

**Administrator for Students on Academic Action
Program ,Generalist Advisor, Pre-Law Advisor,
Athletic Advisor,**

Collin County Community College District, Plano, Texas

- Responsible for the development, implementation, coordination, and administration of the advising program for Students on Academic Action Program (SOAAP – Probation and Suspended Students.)
- Develop, maintain, and update procedures manual, brochures and forms relating to students on academic action.
- Developed tracking system for computerization of SOAAP program.
- Coordinate presentations of group advising sessions for academic action students and student athletes.
- Daily supervision of part-time advising associates.
- Advise all pre-law students, coordinate all pre-law group-advising sessions; establish, maintain, and update pre-law library; and attend pre-law conferences to stay current on pre-law issues.
- Advisement of the general academic population.
- Work closely with Admissions and Records, Testing and Assessment, Career Services, Transfer and Articulation to ensure that academic action students and athletes receive necessary support services.
- Responsible for advising seven athletic teams at the college; ensure eligibility; approve class schedules, transferability of course work, degree plan evaluation, tutoring and attendance at athletic events.
- Member of National Athletic Advising Association.

08/00-12/00

Associate Faculty

Collin County Community College District, Plano, Texas

- Responsible for teaching a two credit-hour study skills class.

11/90 to 1/93

Director of Student Support Services Program

County Community College District, Plano, Texas

- Implemented original department setup, including writing procedures manuals, forms, and brochures.
- Selected, trained, supervised and evaluated staff.
- Responsible for supervision of five professional staff members with degrees ranging from AA's to PhD's.
 - Secretary
 - Counselor/Advisor
 - Tutor Coordinator
 - Learning Disabilities Specialist
 - Physical Disabilities Specialist
- Responsible for 30-50 peer tutors and peer counselors.
- Interpreted Federal Department of Education regulations.
- Developed, implemented and evaluated activities related to Program Objectives, using MBO (Management by Objectives) approach.
- Negotiated and managed a yearly budget of \$470,000
- Worked with the Vice President of Institutional Research and U.S. Department of Education in preparing narrative and fiscal reports.
- Facilitated good relations and communications among Student Support Services Program, the college, and the community at large.
- Served culturally disadvantaged, low income, and first generation students.
- Worked with the corporate community by soliciting funds, materials and services for the SSS program.
- Developed and implemented the counseling/advising component of the SSS program.
- Wrote monthly newsletter.
- Attended several Dept. of Ed. Grant Writing Seminars – extensive training in grant writing

11/88 to 11/90

Counselor/Advisor, Student Support Services Program

Collin County Community College District, Plano, Texas

- Served culturally diverse and disadvantaged, low income, first generation students.
- Established and maintained files on eligible students for the purpose of maintaining close and regular contact.
- Assisted students with personal concerns in goal setting and academic and career planning.
- Organized specialized seminars and workshops and small group counseling and advising sessions.
- Established close relationship with college faculty and coordinated mentor activities

- Worked closely with the Director of Financial Aid to secure funds for SSS students, and Director of Transfer and Articulation to ensure transferability of courses.

1/82 to 5/88

Instructor

Dallas Independent School District, Dallas, Texas

- Planned daily lessons for high school physical education classes.
- Implemented activities and experiences to enhance student growth, independence, and self-esteem.
- Carried out district, academic, and disciplinary goals.

9/80 TO 1/82

Director of Student Services

Dallas Court Reporting College, Dallas, Texas

- Established and maintained contact with the corporate community to secure student off-campus employment
- Secured student housing and coordinated living arrangements.
- Advised students on all financial aid matters, i.e., BEOG, GSL, PELL and the College Work Study Program
- Established and administered tutoring program
- Established and administered advising program
- Established and administered student disciplinary procedures.

Organizations:

- N4A – National Association of Academic Advisors for Athletes
- NACADA – National Association of Academic Advisors
- J/CSPAT – Junior Community College Student Personnel Association of Texas
- Alpha Kappa Alpha Sorority Inc.

Summary of experience and qualifications:

- 15 years experience in student development and academic advising.
- 12 years of administrative experience at the college level.
- Management skills developed through supervision of Student Services Department, Student Support Services Program, Assistant Director of Academic Advising, and Administrator for Students on Academic Action Program.
- Wrote and developed Student-Athlete Support Services Program.
- Mediation, negotiation, and conflict resolution skills developed through doctoral coursework, direct observation of the mediation process at McKinney ADR center and practical application in the supervisory process.
- Commitment to work that furthers the growth and wholeness of students and staff
- Enthusiastic, creative, and willing to assume responsibility.
- Committed to professional excellence.
- Proven ability to work effectively with a multicultural/diverse staff and student population.
- Leadership skills developed through education and successful experiences while supervising and working with colleagues of all educational levels.
- Excellent written and oral communications skills.

- Ability to set up, implement and supervise new projects.
- Ability to prioritize, delegate and motivate.
- Personable, articulate; professional in appearance and manner.
- Other skills developed through graduate education courses.

Relevant Doctoral Coursework Completed at University of Texas, Austin and University of

North Texas:

Community College Administration
 Community College Programs
 Instructional Leadership
 Higher Education Futures and Issues
 Ethics/Values in Educational Administration
 Social/Cultural Context of Educational Administration
 Educational Politics and Policy
 Leadership Theories and Practices
 Conflict-Resolution/Mediation/Procedures
 Policy Development and Administration
 Behavioral Dimensions of Organizational Development
 Organization Behavior and Business Management
 Organization Behavior in Education
 Intro to Systems of Human Inquiry
 Quantitative Research Design and Analysis
 Qualitative Research Design
 Advanced Research
 Research Apprenticeship