

CURRICULUM VITAE

TRACY POON TAMBASCIA

CURRENT POSITION

Professor, Clinical Education
Rossier School of Education
University of Southern California
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EDUCATION

University of Southern California
California State University, Los Angeles
Occidental College

Ed.D., Educational Leadership
M.A., Psychology
B.A., Psychology

FACULTY EXPERIENCE

2009 – Present Professor, Clinical Education
University of Southern California, Los Angeles, CA

ADMINISTRATIVE EXPERIENCE

2005 – 2009 Vice President of Student Affairs and Dean of Students
Art Center College of Design, Pasadena, CA

2003 – 2005 Dean of Students
Whittier College, Whittier, CA

1998 – 2003 Associate Dean of Students and Director of the Cultural Center
Whittier College, Whittier, CA

1995 – 1998 Director of Student Activities
Whittier College, Whittier, CA

1993 – 1995 Director of Student Activities
Mount St. Mary's College, Los Angeles, CA

1993 Interim Assistant Director of Student Activities
Occidental College, Los Angeles, CA

PUBLICATIONS

Filback, R., Krop, C., Seli, H. & Tambascia, T. (2017). Transforming education leaders: Impacts of the dissertation in practice on graduates of a global executive level Ed.D., in V.A. Storey (Ed.), *Exploring the impact of the dissertation in practice*. Charlotte, NC: Information Age Publishing.

- Tambascia, T. P., Wang, J., Tchong, B., & Bui, V. (2015). Balancing identities: Undocumented immigrant Asian American students and the model minority myth. *2014 ACPA-CASHE Monograph*. <http://www.myacpa.org/sites/default/files/Academic%20Support%20Monograph%20Draft%20202.pdf>.
- Hernandez, R. & Tambascia, T. P. (2015). Lifelong development: Undergraduate adult learners, advisement, and self-authorship. *2014 ACPA-CASHE Monograph*. <http://www.myacpa.org/sites/default/files/Academic%20Support%20Monograph%20Draft%20202.pdf>.
- Tambascia, T. P., Wang, J., Tchong, B., & Bui, V. (2014). Balancing identities: Undocumented immigrant Asian American students and the model minority myth. *2014 NASPA Annual Knowledge Community Conference Publication*, 15-16. <http://apps.naspa.org/files/2014-Spring-KC-Publication-Final.pdf>
- Tambascia, T. P. (2010, Winter/Spring). Karaoke diplomacy. *Futures in Urban Ed: USC Rossier School of Education Magazine*, 17, 19. https://rossier.usc.edu/files/2013/09/2010-Win_Spr-FuturesMag.pdf
- Quaye, S. J., Tambascia, T. P., & Talesh, R. A. (2008). Engaging racial/ethnic minority students in predominantly white classroom environments. In S. R. Harper & S. J. Quaye (Eds.), *Student engagement in higher education: Theoretical perspectives and practical approaches for diverse populations* (pp. 157-178). New York, NY: Routledge.
- Tambascia, T. P. (2007/2008). Negotiating racial conflict: The leadership role of the dean of students. *Futures in Urban Ed: USC Rossier School of Education Magazine*. <http://rossier.usc.edu/tag/futures/>

HONORS

- 2018 NASPA API KC Distinguished Contribution to Research and Scholarship Award
 2014 Recipient, USC Professor of Color Recognition Award, University of Southern California
 2013 Nominee, Steven B. Sample Teaching and Mentoring Award, University of Southern California
 2003 Recipient, Marilyn Veitch Outstanding Contribution Award, Whittier College

GRANTS

- 2014 Tsai Family Research Fund, University of Southern California, \$3,500
 2013 Research and Assessment Grant, NASPA Region VI, University of Southern California, \$500
 2012 USC Course Continuity in a Crisis (C3) Grant, University of Southern California, \$5000
 2011 USC Learning Environment Grant, University of Southern California, \$1100 (MacBook Pro)
 2004 Title V Grant for Hispanic-Serving Institutions, Department of Education, Whittier College Co-Principal Investigator, \$1.5M
 2003 Diversity Grant, James Irvine Foundation, Whittier College, Principal Investigator, \$350,000
 2002 Planning Grant, James Irvine Foundation, Whittier College, Principal Investigator, \$145,000
 2000 Reducing Binge Drinking Through a Social Norming Campaign, Association of College and University Housing Officers International, Whittier College, Principal Investigator, \$1,950
 1999 Diversity Grant, James Irvine Foundation, Whittier College, Principal Investigator, \$560,000

INVITED LECTURES, WORKSHOPS, AND PANELS

- 2018, August. “Student affairs and college student success and completion: Challenges and opportunities.” Keynote address for the Charles Drew University, Los Angeles, CA, Provost’s Retreat.
- 2017, March. “Student Personnel Point of View: 80 Years Later Where are We Now?” Panel discussion with Natasha Croom, George Kuh, and Laura Sponsler.
- 2017, March. Moderator for the NASPA Faculty Institute. Panel and facilitated discussion by Shaun Harper and Susana Munoz.
- 2016, April. “Shattered: Professors of color breaking the glass ceiling.” Panel discussion hosted by Undergraduate Student Government, University of Southern California, Los Angeles, CA.
- 2014, May. “Balancing identities: Undocumented Asian American students and the model minority myth” (with J. Wang & V. Bui). Inaugural program at the Dreamer Center, CSU Fullerton APA Heritage Month, California State University Fullerton, Fullerton, CA.
- 2013, June. “Postgraduate and PhD student recruitment and training.” Beijing Normal University, Beijing, China.
- 2012, October. “Innovation in higher education.” Panel discussion at the CCPA California Institute, Loyola Marymount University, Los Angeles, CA.
- 2011, June. “Academic support services in the United States,” Central University of Finance and Administration, Beijing, China.
- 2011, June. “Career services in the United States.” Capital Normal University, Beijing, China.
- 2009, June. “Career services in the United States.” Peking University-Health Sciences Campus, Beijing, China.
- 2008, October. “Women in Student Affairs.” Panel discussion at the Western Regional Careers in Students Affairs Conference, Irvine, CA.
- 2007, October. “Women in Student Affairs.” Panel discussion at the Western Regional Careers in Students Affairs Conference, Los Angeles, CA.
- 2003, October. “Minority Women and Access to Higher Education.” Panel discussion at the Susan Gotsch Symposium on Women and Work, Hartwick College, Oneonta, NY.

CONFERENCE PRESENTATIONS

- Torres, V., Collins, K., Tambascia, T.P. & Reason, B. (2018). *Building Bridges between SSAOs & Higher Education Faculty to Support the Preparation of Student Affairs Professionals*. Presentation at the annual Association of Public and Land Grant Universities Conference, New Orleans, LA.
- Tambascia, T. P. (2017, March). *The global classroom: Perspectives on teaching, learning, and international student engagement in a global doctorate of education program*. Presentation at the annual NASPA National Conference, San Antonio, TX.
- Hoffman, J., Tambascia, T. P. & Alsandor, D. (2017, March). *So much to do, so little time: Exploring the work life balance/integration of faculty members in college student personnel programs*. Presentation at the annual NASPA National Conference, San Antonio, TX.
- Tambascia, T. P. (2016, March). *Student affairs in Taiwan*. Presentation at the annual NASPA National Convention, Indianapolis, IN.

- Tambascia, T. P. & Welti, Jennifer C. (2016, March). *The impact of student-parent relationships on low-income community college students*. Presentation at the annual NASPA National Conference, Indianapolis, IN.
- Tambascia, T. P. & Tcheng, B. (2015, April). *Transitions and intersecting identities: Asian American and Pacific Islander student veterans and model minority stereotypes*. Presentation at the annual APAHE Conference, San Francisco, CA.
- Tambascia, T. P., Wang, J., Tcheng, B. & Corporal, G. (2015, March). *Transitions and intersecting identities: Asian American and Pacific Islander student veterans and model minority stereotypes*. Presentation at the annual NASPA National Conference, New Orleans, LA.
- Tambascia, T. P. (2015, March). *Transitions and intersecting identities: Asian American and Pacific Islander student veterans and model minority stereotypes*. Presentation at the annual ACPA National Conference, Tampa, FL.
- Tambascia, T. P. (2015, March). *Student affairs in Taiwan*. Presentation at the annual ACPA National Conference, Tampa, FL.
- Tambascia, T. P. (2014, April). *Balancing identities: Undocumented Asian American students and the model minority myth*. Presentation at the annual ACPA National Conference, Indianapolis, IN.
- Tambascia, T. P., & Hernandez, R. (2014, April). *Lifelong development – undergraduate adult learners, advisement, and self-authorship*. Presentation at the annual ACPA National Conference, Indianapolis, IN.
- Tambascia, T. P., & Tcheng, B. (2014, March). *Balancing identities: Undocumented Asian American students and the model minority myth*. Paper presented at the annual NASPA National Conference, Baltimore, MD.
- Tambascia, T. P., Wang, J., & Tcheng, B. (2013, December). *Balancing identities: Undocumented Asian American students and the model minority myth*. Paper presented at the 2013 NASPA Multicultural Institute, Las Vegas, NV.
- Tambascia, T. P. (2013, May). *Multimedia inside & outside the classroom*. Presentation at the USC Teaching with Technology Conference, Los Angeles, CA.
- Tambascia, T. P., & Flores, J. (2013, March). *Student parents: Factors contributing to student engagement in community college*. Presentation at the ACPA National Conference, Las Vegas, NV.
- Tambascia, T. P. (2001, November). *Identifying your weakest link: Supporting under-represented students and reality TV*. Presentation at the NASPA Region VI Conference, Maui, HI.
- Tambascia, T. P. (2000, March). *Whittier College: The tradition and challenges of a diversity leader*. Presentation at the American Association for Higher Education National Conference, Anaheim, CA.
- Tambascia, T. P. (1997, February). *Designing a training program with wide appeal*. Presentation at the National Association of Campus Activities Far West Regional Conference, Los Angeles, CA.

CAMPUS AND DEPARTMENTAL LECTURES, WORKSHOPS, AND PANELS

- 2017, August. Moderator, panel on Education: Teaching 2030, Academic Senate Retreat, University of Southern California.
- 2017, February. Moderator, panel on First Year Courses and Student Wellness, Provost & Academic Senate Retreat, University of Southern California.
- 2017-2009, February and September. Advising 101 Training for new advisors. Office of the Provost, University of Southern California.

- 2016, August. “What’s your Leadership IQ?” (First-year student microseminar). Office of the Provost, University of Southern California.
- 2014, August. “Student leadership development: Exploring individual leadership approaches and their relationship to a successful college experience” (First-year student microseminar). Office of the Provost, University of Southern California.
- 2014, March. “Access & equity in higher education: What is our future?” (Panel discussion). Ed Month, USC Undergraduate Student Government, University of Southern California.
- 2013, August. “Facing adversity in professional work” (Panel discussion). Post MOSTE, University of Southern California.
- 2013, August. “So you think you can lead? Why leadership and involvement matter” (First-year student microseminar). Office of the Provost, University of Southern California.
- 2013, March. “By all standard definitions, I should not be here” (Panel discussion). PASA Network, Rossier School of Education, University of Southern California.
- 2013, February. “Noontime Keynote: 2013: The year of the MOOC.” Preview Day, Rossier School of Education, University of Southern California.
- 2013, February. “Preparing for Conferences” (Panel discussion). Master’s Program Office, Rossier School of Education, University of Southern California.
- 2012, August. “So you think you can lead? Why leadership and involvement matter” (First-year student microseminar). Office of the Provost, University of Southern California.
- 2012, March. “The future of higher education” (Panel discussion). Ed Month, USC Undergraduate Student Government, University of Southern California.
- 2012, February. “Noontime Keynote: A vision of students today . . . and tomorrow.” Preview Day, Rossier School of Education, University of Southern California.
- 2012, February. “Preparing for the doctorate” (Panel discussion). Master’s Program Office Workshop, Rossier School of Education, University of Southern California.
- 2012, February. “Student success in the PASA program: Faculty perspectives” (Panel discussion). Preview Day, Rossier School of Education, University of Southern California.
- 2012, February. “Using technology to improve student presentations” (panel discussion). Noontime Faculty Panel, Center for Scholarly Technology, University of Southern California.
- 2011, August. “How do you lead? Why leadership and involvement matter” (first-year student microseminar). Office of the Provost, University of Southern California.
- 2011, February. “Noontime Keynote: K-16 education and the role of student affairs.” Preview Day, Rossier School of Education, University of Southern California.
- 2011, February. “Student success in the PASA program: Faculty perspectives” (Panel discussion). PASA Preview Day, Rossier School of Education, University of Southern California.
- 2010, October. “Overview of the PASA curriculum” (Address to the Beijing Normal University delegation). Rossier School of Education, University of Southern California.
- 2010, August. “International student affairs: Opportunities for global engagement.” Master’s Program Orientation, Rossier School of Education, University of Southern California.
- 2010, August. “So you think you can lead? Why leadership and involvement matter” (first-year student microseminar). Office of the Provost, University of Southern California.
- 2010, February. “Noontime Keynote: 10,000 Hours.” Preview Day, Rossier School of Education, University of Southern California.
- 2010, February. “Student success in the PASA program: Faculty perspectives” (Panel discussion). PASA Preview Day, Rossier School of Education, University of Southern California.

- 2010, January. “Transitioning from graduate school” (Panel discussion). Graduate Student Professional Development Day, Student Affairs Graduate Student Experience Committee, University of Southern California.
- 2009, November. “Overview of the PASA curriculum” (Address to the delegation of educators from Vietnam). Rossier School of Education, University of Southern California.
- 2009, September. “Working with PASA students.” Division of Student Affairs Conference, University of Southern California.
- 2009, July. “Reading your faculty.” Pullias Center Summertime Program, University of Southern California.
- 2009, July. “Understanding your syllabus.” Pullias Center Summertime Program, University of Southern California.
- 2009, March. “GPA is not enough.” Undergraduate Success Program Conference, University of Southern California.
- 2009, February. “Making the most of your PASA degree: Faculty perspectives” (Panel discussion). Preview Day, Rossier School of Education, University of Southern California.

TEACHING EXPERIENCE

University of Southern California

Student Affairs in College

Fieldwork

Master’s Seminar

Directed Research

Higher Education Administration in China

Creating Communities of Interest

Higher Education Seminar

Critique of Research

Dissertation Seminar

Educational Organizations: Governance and Finance in Higher Education

Making Choices: Deciding Among Policy Alternatives

Proseminar in Higher Education

Locating Educational Performance Problems

Implementing Policy in Educational Systems

Whittier College

Strategies for Academic Enrichment (1997 – 2003)

SERVICE

Rossier School of Education, University of Southern California

Diversity (EDUC 523) (Course Coordinator), 2018-19

Accountability (EDUC 522) (Course Coordinator), 2015 – present

Preliminary Review Committee for Organizational Change and Leadership Ed.D. (Member), 2016-present

Global Executive Ed.D. Governance Committee (Member), 2014 - present

Educational Leadership Ed.D. Governance Committee (Member), 2016-present

Organizational Change and Leadership Ed.D. Governance Committee (Member), 2016-present

Educational Leadership Ed.D. Curriculum Revision Committee (Member), 2016-present

Equity and Inclusion Committee (Member), 2015 - present

Masters and EdD Admissions (Application Reviewer, Interviewer and Information Session Participant), 2009 – present

Creativity and Innovation (EDUC 620) (Co-Course Coordinator), 2016 – 2018

Focus Groups for Organizational Change and Leadership Ed.D. (Facilitator), 2016-2017

Mentoring Committee (Member), 2012 - present

Master’s Governance Committee (Member), 2009 - 2015

Curriculum Coordinator, PASA program, 2009 - 2015

PASA Network student organization (Advisor), 2009-2015

Faculty Annual Performance Review NTT 80/20 (Coordinator), 2015

Rossier Strategic Planning Subcommittee (Member), 2013

Faculty Annual Performance Review Committee (Member), 2013

Diversity Common Course Subcommittee (Chair), Master’s Governance Committee, 2013

Future of the PASA Program Subcommittee (Co-chair), 2013

Subcommittee for Integration of Internationalism (Chair), Master’s Governance Committee, 2011

Subcommittee to Guide the Development of New Programs and Initiatives (Chair), Master’s Governance Committee, 2011

Working committee on role of course/curriculum coordinator (Member), Master’s Governance Committee, 2011

PASA Scholarship Awards (Reviewer), 2010 – 2013

University of Southern California

Provost’s Diversity and Inclusion Council (Co-chair, 2018-2019; Member, 2016-2018)

Senate/ Provost Committee on Teaching and Academic Programs, (Co-Chair), 2017-2019

Provost’s Committee on Research, Teaching, Practitioner and Clinical Promotions Committee (Chair), 2017-2019

USC Board of Trustees, Student Affairs Committee (Faculty Observer), 2015-present

USC Honorary Degrees Committee, (Member), 2017-present

USC Committee on Professional Responsibility (RTPC representative), 2017-present

USC Academic Senate Committee on Research, Teaching, Practitioner and Clinical-Track Faculty Affairs Committee (Co-chair), 2017-2018

USC Academic Senate Executive Board (Member at large), 2016-2017

USC Campus Climate Committee (Academic Senate Liaison), 2016-2017

Graduate Student Advisory Board, (Academic Senate Liaison), 2016-2017

USC Mentoring Committee, (Academic Senate Liaison), 2016-2017

USC Student Affairs, Departmental Program Review (University Reviewer), 2016

Faculty Environment and Employment Subcommittee of the Academic Senate (Member), 2013-2016

Athletics Compliance Student Appeals Committee (Faculty Rep), 2013-present

Student Affairs Awards Recognition Program (Awards Reviewer & Presenter), 2011-present

School of Social Work outside faculty member, student appeals committee, 2013-present
 Asian Pacific Graduate Student Association (Advisor), 2014-2016
 National and International Graduate Fellowships Committee (Member), 2009 – present
 Graduate Student Government Poster Symposium (Judge), 2012
 Center for Sports (Founding Board Member), 2011 – present
 Video@USC Task Force, Center for Scholarly Technology (Member), 2012-2013
 University Communications Good Neighbors campaign promotional video (Participant), 2012
 Learning Environments Grant reviewer, Center for Scholarly Technology, 2012
 Commencement (Marshal, Rossier School of Education), 2011 - 2013
 Student Affairs Remarkable Women Awards (Awards Reviewer & Presenter), 2011
 Division of Student Affairs Awards (Reviewer & Presenter), 2010, 2013, 2014-2016
 Graduate Student Experience Committee (Advisor), 2009 – 2013
 Center for Enrollment Research, Policy, and Practice (Grant Reviewer), 2009
 Mellon Mentoring Forum Committee (Member), 2009

Higher Education

WASC Senior College and University Commission (Commissioner) 2018-2021
 NASPA Board of Directors (Director of the Faculty Division), 2017-2020
 NASPA Knowledge Community Online Publication Committee (Chair), 2017-2019
 NASPA Faculty Council (Chair), 2017-2020
 NASPA Asian Pacific Islander Desi American Leadership Academy (Founding Co-chair), 2018-2019
 WASC Senior College and University Commission (Site evaluation team member), 2014 - present
 NASPA Journal of Student Affairs Research and Practice Editorial Board (Member), 2015-present
 NASPA 2017 NASPA Annual Conference Leadership Committee (Member), 2015-2017
 NASPA Faculty Council (Liaison to Region VI and 2017 CLC), 2015-2018
 NASPA Region VI Board (Faculty Liaison), 2016-2018
 NASPA Knowledge Community Online Publication Committee (Member, Chair-elect for 2017), 2015-present
 NASPA Graduate Student Case Study Competition (Faculty Coordinator), 2016-2018
 American College Personnel Association Books and Media Review Board (Editorial Board Member), 2011–2016
 NASPA Professional and Graduate Student Knowledge Community Nominating Committee (Co-chair), 2012
 Western Regional Careers in Student Affairs Day (Coordinating committee member), 2011
 American College Personnel Association Regional and National Conferences (Proposal Reviewer), 2010 – present
 NASPA Regional and National Conferences (Proposal Reviewer), 2009 - present

ADVISEMENT EXPERIENCE

Doctoral Advisement

2019 – 2020	Global Executive EdD Dissertation Chair	University of Southern California
	Cohort 7, 8 candidates	
2019 – 2020	EdD Thematic Dissertation Group Chair	University of Southern California

	Cohort 2017, 10 candidates	
2018 – 2020	OCL Dissertation Group Chair Cohort 9, 13 candidates	University of Southern California
2018 – 2019	EdD Thematic Dissertation Group Chair Hawaii Cohort 2016, 14 candidates	University of Southern California
2017 – 2018	Global Executive EdD Dissertation Chair Cohort 5, 6 candidates	University of Southern California
2017 – 2018	EdD Thematic Dissertation Group Chair Cohort 2015, 13 candidates	University of Southern California
2015 – 2016	Global Executive EdD Dissertation Chair Cohort 3, 4 candidates	University of Southern California
2014 – 2015	EdD Thematic Dissertation Group Chair Cohort 2013, 6 candidates	University of Southern California
2014 – 2015	EdD Dissertation Committee Member 3 candidates	University of Southern California
2013 – 2014	EdD Thematic Dissertation Group Chair Cohort 2012, 7 candidates	University of Southern California
2013 – 2014	EdD Dissertation Committee Member 1 candidate	University of Southern California
2012 – 2013	EdD Thematic Dissertation Group Chair Cohort 2011, 8 candidates	University of Southern California
2012 – 2013	EdD Dissertation Committee Member 2 candidates	University of Southern California
2011 – 2012	EdD Thematic Dissertation Group Chair Cohort 2010, 7 candidates	University of Southern California
2011 – 2012	EdD Dissertation Committee Member 3 candidates	University of Southern California
2010 – 2011	EdD Dissertation Chair 1 candidate	University of Southern California
2009 – 2010	EdD Dissertation Chair 1 candidate	University of Southern California
2009 – 2010	EdD Dissertation Committee Member 5 candidates	University of Southern California
2008 – 2009	EdD Dissertation Committee Member 4 candidates	University of Southern California

ADMINISTRATIVE EXPERIENCE

2005 – 2009 Vice President of Student Affairs and Dean of Students
 Art Center College of Design, Pasadena, CA

Supervised student services including enrollment management, career development, alumni relations, student life/disability services, financial aid and enrollment services/registrar. Managed salary and operating budgets in excess of \$3 million. Created systems for administering accommodations under the Americans with Disabilities Act. Revised and updated policies and procedures to maintain compliance

with federal policies including the Clery Act, Title IX, and Sexual Assault Prevention. Revised the disciplinary tracking system. Implemented an enrollment management model in admissions. Revised planning and allocation of institutional grants and financial aid scholarship allocations. Created an assessment initiative related to student data, ranging from use of freshman survey data to implementation of the National Survey of Student Engagement, exit surveys, and other data collection projects within departments. Advised chief academic officer on strategic planning for all educational initiatives. Chaired the Registration Task Force to implement new on-line registration system in the new Datatel computing system. Co-chaired Educational Policies Committee that revised and created over 35 policies in its first year. Served on WASC and NASAD re-accreditation core committees.

2003 – 2005 Dean of Students
Whittier College, Whittier, CA

Served on the President's Senior Staff. Supervised twenty staff in nine departments, including residential life, career services, health services, counseling services, student activities, cultural center, academic support services, disability services, and the dean of students office. Served on building committee for the \$10 million Campus Center renovation and expansion project. Managed salary and operating budgets in excess of \$1.3 million, and a grant budget of \$350,000. Revised the disciplinary tracking system and created new themed and living/learning communities in the residences halls. Planned and implemented new student orientation and related Exploring Los Angeles programs that connected faculty and students. Served as project manager on Title V, Hispanic Serving Institution grant. Worked with faculty on the Retention Committee to identify changes to the first-year experience. Implemented new policies related to student immunizations, student billing, and residential capacity. Chaired one of the two strategic planning implementation committees.

1998 – 2003 Associate Dean of Students and Director of the Cultural Center
Whittier College, Whittier, CA

Duties as Director of the Cultural Center

Developed all programs, services, and structure for new office focused on diversity programs and services. Implemented and managed retention initiatives focused on students of color. Coordinated programming focused on leadership development, academic skill building, college skills, and identity development. Supported student organizations and campus departments on initiatives that foster mentorship and promote access to higher education for local high school students. Managed grant, salary and operating budget in excess of \$200,000 annually. Participated in successful grant writing and fundraising endeavors, including James Irvine Foundation Planning Grant, Union Pacific Foundation, ACUHO-I, and Women's Auxiliary. Co-authored successful grant from Title V for \$1.5 million. Collaborated with faculty on hiring, curriculum revision, course creation, and departmental reviews. Advised Task Force on Diversity, a student advocacy group supporting victims of bias crimes. Represented the College on external collaborations including the Diversity Scorecard project, the Math Collaborative, and College Summit. Supervised professional and student staff.

Duties as Associate Dean of Students

Served on college committees, including Strategic Planning, WASC Re-accreditation, Comparative Cultures, and Web Policy. Supervised the Office of Student Activities. Coordinated logistics, programs, publications, and student personnel for fall Orientation. Coordinated layout and editing of publications for the Student Life division. Wrote grants to fund division-wide projects. Assisted Academic Affairs with first-year student initiatives. Represented Student Life on issues of computing and technology, including database development and web page design. Developed assessment plan for all programs. Assisted departments in creating new programs and policies, including a new sexual assault prevention protocol, an immunization and health history policy, and a relationship statement with student government. Managed projects and \$1.5 million budget for Title V grant.

1995 – 1998 Director of Student Activities
Whittier College, Whittier, CA

Advised the student government and related subcommittees. Developed staffing structure, operations, and programming for a new student programming space. Managed an annual operational and programming budget of \$75,000. Responsible for the effectiveness and performance of clubs and organizations, societies, and multicultural programming. Developed a comprehensive emerging leaders program. Assisted student organizations in the planning of Pride Week, Black History Month, Asian Night, Hawaiian Luau, and other cultural programs. Coordinated annual, campus-wide events such as Family Weekend and Sportsfest. Advised the Publications Board and student media. Advised the program and facility renovation plan for the student radio station, KWTR. Developed department publications, including a resource manual for clubs, leadership pamphlets, and brochures for prospective students. Assisted the Dean of Students in planning and facilitating new student Orientation. Supervised professional staff and students.

1993 – 1995 Director of Student Activities
Mount St. Mary's College, Los Angeles, CA

Advised the student government and various subcommittees. Developed and supervised student activity budget of over \$40,000 in conjunction with the student government. Restructured club recognition and financing processes, leading to a 60% increase in club activation over 2 years. Served as coordinator for Women's History Month, Black History Month, alcohol and substance abuse education, and sexual harassment education. Edited and designed layout for the Multicultural Advisory Committee publications. Presented workshops on hazing, leadership, and peer relations to student organizations. Developed a 3 year plan for the renovation and enhancement of student programming and meeting space. Edited and published the *Student Handbook* and *Student Activities Handbook*.

1993 Interim Assistant Director of Student Activities
Occidental College, Los Angeles, CA

Advised the Program Board. Served as event management coordinator. Coordinated and advised Asian Pacific Heritage Week and Senior Events Committee. Developed the student organization handbook for 1993-94. Advised over 80 student clubs and organizations. Implemented "Responsible Hosting" workshops and alcohol education. Aided in research, implementation, and leadership development for "Building Up L.A." volunteer program. Assisted in the new student Orientation program, including publicity, recruitment, staff selection, and training.

PROFESSIONAL AFFILIATIONS

American College Personnel Association (ACPA), 10+ years
National Academic Advising Association (NACADA), 5+ years
NAFSA: Association of International Educators, 4+ years
National Association of Student Personnel Administrators (NASPA), 20+ years