

Arica Castleberry
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Huntsville, Texas 77340
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OBJECTIVE: Experienced higher education professional seeking position as First Year Experience faculty position

EDUCATION:

Master of Arts in Higher Education Administration, Sam Houston State University, May 2012
Relevant Coursework:

- *Resource Development & Allocation in Higher Education*
- *Leadership in Higher Education*
- *Student Services in Higher Education*
- *Field Studies In Education Administration*

Bachelor of Science in Criminal Justice, Sam Houston State University, December 2006

CHRONOLOGICAL EMPLOYMENT HISTORY

February 2017- Present

Student Services Coordinator, College of Criminal Justice, Sam Houston State University, College of Criminal Justice Advising Office, Huntsville, Texas

- Provide and coordinate advising services to College of Criminal Justice students
- Review graduation applicants to verify eligibility for graduation and work with student, registrar's office, and department to troubleshoot those issues preventing graduation
- Coordinate and facilitate activities for CJ Summer camps for 100+ high school students nationwide

October 2013-January 2017

Career Counselor/ College of Education Liaison, Sam Houston State University, Career Services Office, Huntsville, Texas

- Confer with staff both in the College of Education and in Career Services regarding systemic program issues such as course and presentation management and collaborate to develop and implement solutions to provide more consistent and continuous service to student body
- Plan and manage on-campus interviews and speaking events for student body in the College of Education Educator Preparation Program
- Assist with planning and facilitation of Teacher Career Fairs
- Provide career counseling services to students at all Sam Houston State University Campuses which included career counseling, assessment reviews, resume writing assistance, and interview preparation
- Present to large student groups in classes and in organizations on job search strategies, resume' writing, and interviewing techniques specific to their area of study
- Collaborate with College of Education faculty and staff to develop a career services program specific to the needs of students in education programs based on needs identified by partner districts and students through program evaluations and face-to-face interactions
- Market career services to faculty and other campus staff and facilitate strong partnerships with other student service departments across campus, allowing me to the ability to provide students with valuable information that could assist them in other areas of academic success
- Facilitate meetings between other service areas to help ensure continuity of student services that incorporate Career Services

- Prepare and provide reports on program effectiveness and coordinate activities to meet changing program needs
- Visit area high schools to discuss teaching as a career and recruit students for SHSU
- Through active collaboration with the College of Education, district partners, and student interaction, increase student use of services over 50% since 2013 and employer satisfaction with applicants has raised nearly 20%

January 2010-October 2013

Associate Academic Advisor, Sam Houston State University, Student Advising and Mentoring (SAM) Center, Huntsville, Texas

- Collaborated with faculty and staff to promote academic programs and services to student body both on and off campus, including to potential transfer students and to community college partners
- Acted as a liaison between the College of Education and the advisors in the Student Advising and Mentor Center (SAM Center), facilitating collaboration between administration and SAM Center staff
- Regularly assessed and analyzed student needs, interest, and policies that could potentially impact success and consulted with department program administration regarding student needs for course offerings per semester
- Collaborated with various departments, such as Office of Veteran's Affairs and the Disability Services Office, to ensure academic compliance and student progression through various academic programs across campus
- Participated in meetings which lead to policy and program changes
- Organized programs and presented to student body and faculty on advising procedures, policies, changes, and events
- Maintained College of Education social media and utilized this as a tool to keep students informed about important dates and events.
- Provided training to new advisors and developed a training manual specific to the College of Education student body

March 2008-December 2009

Administrative Assistant, Sam Houston State University, College of Education, Huntsville, Texas

- Attended recruiting events to recruit students for the SHSU education programs
- Developed, lead, and managed College of Education advising for undergraduate programs, consulting with advising center staff and faculty advisors to ensure linear advising procedures were in place
- Using a case management approach, developed a comprehensive advising system for students based on program and classification
- Collaborated with registrar's office to ensure that education programs were accurately reflected in local, online advising program
- Worked with other institutions and community colleges to ensure transferability of student credit and that student needs were being met before, during, and after transition to four-year institution
- Consulted with department program administration regarding student needs
- Participated in meetings which lead to policy and program changes by providing data and information that impacted student success

Sept. 1995-Sept. 2007

Special Programs Coordinator, The Raven School, New Waverly, Texas

- Organized Admission/Review/Dismissal (ARD) and English as a Second Language (ESL) Committee meetings
- Identified student instructional needs necessary to success in the classroom after careful evaluation of previous school performance and testing.

- Worked with Special Education and ESL directors, classroom teachers, and program staff to develop and implement individual educational plans.
- Contacted parents and coordinated state mandated student meetings
- Taught life skills and job search modules
- Orientated incoming students on program objectives and expectations

References

Available upon request