

Curriculum Vita for  
Chelsea K. Smith, MEd

Dean of Students' Office  
1802 Ave. I Ste. 215  
Sam Houston State University  
Huntsville, TX. 77340  
Email: chelsea.smith@shsu.edu

### **Education**

Doctoral Student, Sam Houston State University, 2015 to current, Educational Leadership

Master of Education, Texas State University, 2009, Student Affairs

Bachelor of Arts, Texas State University, 2002, Communication Studies

### **Professional Experience**

Associate Dean of Students and Title IX Deputy Coordinator, Sam Houston State University, May 2011 - current. Duties: oversee Office of Parent Relations and Special programs. Assist with Title IX investigations and adherence to Texas State University System Sexual Misconduct Policy.

Academic Advisor, Texas State University, September 2008 to May 2011. Duties: advise liberal arts students, calculate GPA, complete degree audits, process graduation applications.

Recruiting/Admissions Counselor, Huston-Tillotson University, September 2005 to August 2008. Duties: recruit high school students for admission, process admission applications, accept applicants to university.

Graduate Intern, Texas State University, August 2008 to December 2008. Duties: assist with advisor round tables, assist with homecoming activities, distribute newsletter.

Graduate Research Assistant, Texas State University, May 2007 to August 2007. Duties: advising Greek life students, coordinate leadership retreats, coordinate awards ceremony.

### **Teaching Experience**

Instructor, Sam Houston State University, August 2016 to present, Introduction to Collegiate Studies

Instructor, Texas State University, August 2010 to Dec 2010, University Seminar

Teaching Assistant, Texas State University, January 2010 to May 2010, University Seminar

### **Committee Memberships**

Chair, Division of Student Affairs Year-Round Staff Development Committee, July 2017 to present

Chair, Free Speech Preparedness Committee, Sam Houston State University, August 2016 to December 2016

Member, Meta-assessment Committee, Sam Houston State University, August 2013 to December 2013

Member, Staff Council, Sam Houston State University, August 2013 to July 2015

Member, Special Events Committee, Sam Houston State University, May 2011 to September 2013

### **Honors and Awards**

Chi Sigma Iota Honors Society

### **Association Memberships**

Association of Title IX Administrators

National Association of Student Personnel Administrators

Association of Higher Education Parent/Family Program

Delta Sigma Theta Sorority, Inc.

Association of Fraternal Leadership and Values

National Academic Advising Association

Texas Academic Advising Network

Association of Fraternal Advisors