

CURRICULUM VITAE

TRACY POON TAMBASCIA

Executive summary: Professor of Education with over 30 years of experience in senior leadership roles and teaching in the field of higher education administration. Expertise in student affairs administration, diversity and equity, internationalization of higher education, education policy, and university accreditation. Actively involved in editorial boards and leadership in professional higher education organizations.

CURRENT POSITION

Professor, Clinical Education
Rossier School of Education
University of Southern California
Los Angeles, CA 90089-4036

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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

2017 – Present	Professor, Clinical Education Veronica and David Hagen Chair in Women’s Leadership (2023) University of Southern California, Los Angeles, CA
2009- 2017	Associate 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

- Tambascia, T. P., Ho, M., Parker, L., & Wang, J. (2023). Culturally-aligned mentorship of Asian American and Pacific Islander (AAPI) graduate students and educational leaders. In *Best Practices and Programmatic Approaches for Mentoring Educational Leaders* (pp. 16-34). IGI Global. DOI: 10.4018/978-1-6684-6049-8.ch002
- Hains-Wesson, R. & Tambascia, T.P. (2023). Too often invisible or unattainable? *Future Campus*, September 20, 2023.
<https://futurecampus.com.au/2023/09/20/too-often-invisible-or-unattainable/>
- Tambascia, T. & McVey, T., Editors. (2021). Special Volume on Student Success, *Micronesian Educator*, 29 (1). Mangilao: University of Guam School of Education.
[https://www.uog.edu/resources/files/schools-and-colleges/school-of-education/micronesian-educator/Micronesian Educator Vol 29.pdf](https://www.uog.edu/resources/files/schools-and-colleges/school-of-education/micronesian-educator/Micronesian_Educator_Vol_29.pdf)
- Tambascia, T. P. (2021). Letters to my 25-year-old Self: Lessons learned in a changing higher education environment. In *Handbook of Research on Leading Higher Education Transformation With Social Justice, Equity, and Inclusion* (pp. 18-25). IGI Global. DOI: 10.4018/978-1-7998-7152-1.ch002
- Tambascia, T. P., & Diaz, E. (2021). Building cultural capital and workforce skills for immigrants through adult education in the United States. In *Handbook of Research on Promoting Social Justice for Immigrants and Refugees Through Active Citizenship and Intercultural Education* (pp. 76-97). IGI Global. DOI: 10.4018/978-1-7998-7283-2.ch005
- Tambascia, T. P. (2019). No ways ... finished. In M. G. Burke & U. M. Robinson (Eds.), *No Ways Tired: The Journey for Professionals of Color in Student Affairs* (Vol. 3). Charlotte, NC: Information Age Publishing.
- 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., Tcheng, 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., Tcheng, 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

- 2022 Veronica and David Hagen Chair in Women's Leadership
- 2022/23 Mentor, Asian Pacific Women in Leadership, Association of Pacific Rim Universities
- 2022 Title IX Trailblazer, USC
- 2020 Distinguished Faculty Service Award, USC Academic Senate
- 2019 Mentoring Award, Rossier School of Education
- 2018 NASPA API KC Distinguished Contribution to Research and Scholarship Award
- 2014 Professor of Color Recognition Award, Undergraduate Student Govt, USC
- 2003 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

- 2022, April. Interviewed Keynote Speaker Clint Smith. Academic Resource Conference, WSCUC.
- 2021, April. "The Big Picture II: Doing the Work - DEI Initiatives We Can Learn From." Moderator
for opening plenary panel discussion, Academic Resource Conference, WSCUC, online.
- 2019, February. "Engaging faculty in accreditation in a changing higher education environment."
Keynote address for University of Guam, Faculty Development Day.
- 2019, April. Moderator for keynote address by Dr. Lande Ajose. Academic Resource Conference,
WSCUC, Garden Grove, CA.
- 2019, October. "A part yet apart: Looking at the APIDA community(s) through a critical lens."
(APIDALA). Panel member, with Anna Gonzalez, Roderick Labrador, and Mahealani Quirk.
University of Hawai'i, HI.
- 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

- Tambascia, T. P. & Wang, J. (2019, April). *‘I’m not sure how to answer that’: APIDA Higher Education Professionals’ Reactions to the Harvard Admissions Court Case*. Presentation at the annual APAHE Conference, Oakland, CA.
- 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.

COURSES TAUGHT

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

Global Executive Ed.D. Admission (Application Reviewer and Interviewer), 2019 - present

The Summit: Leading for Equity in Higher Education (Chair), 2022-23

Higher Education Concentration (Chair), 2019-2021

Dean's Search Committee (Member), 2019-2020

Teaching Task Force (Member), 2019 - present

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

Accountability (EDUC 522) (Course Coordinator), 2015 – 2019

Preliminary Review Committee for Organizational Change and Leadership Ed.D. (Member), 2016-2020

Global Executive Ed.D. Governance Committee (Member), 2014 - 2020

Educational Leadership Ed.D. Governance Committee (Member), 2016-2020

Organizational Change and Leadership Ed.D. Governance Committee (Member), 2016-2020

Educational Leadership Ed.D. Curriculum Revision Committee (Member), 2016-2019

Equity and Inclusion Committee (Member), 2015 - 2019

Masters and EdD Admissions (Application Reviewer, Interviewer and Information Session Participant), 2009 – 2020

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 - 2018

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

Employee Benefits Advisory Committee (Chair), 2022-present

Academic Senate (Immediate Past President), 2022-23

University Student Athletic Advisory Council (Member), 2022-current

Honorary Degrees Committee, (Member), 2017-present
Provost's Search Committee (Member), 2022-23
Committee on Finance and Enrollment (Chair) 2021-22; (Member) 2021-23
Employee Relations Design (Advisory Group), 2021-present
USC Academic Senate (President), 2021-22
USC Board of Trustees Academic Affairs Committee (Faculty Observer), 2020-23
USC Academic Senate (Academic Vice President), 2020-21
President's Working Group on Sustainability (Member), 2021-22
Sustainability Coordinating Committee (Member), 2021-22
University Reaccreditation Steering Committee (Co-chair), 2019-2021
USC Board of Trustees, Student Affairs Committee (Faculty Observer), 2015-2021
Racial Equity, Diversity and Inclusion (REDI) Committee (Member), 2020-21
VKC Building Renaming Committee (Member), 2021-22
USC PCAC (Member), 2021-present
Inclusive Learning Environment (Co-chair), 2021-22
Provost's Committee on Research, Teaching, Practitioner and Clinical Promotions (Chair), 2017-2020
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
Academic Senate Committee on Research, Teaching, Practitioner and Clinical-Track Faculty Affairs
Committee (Co-chair), 2017-2018
Academic Senate Executive Board (Member at large), 2016-2017
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 (WSCUC Commissioner), 2018 – present; Chair
2023-26; Vice Chair 2020-2023

California Bureau for Private Postsecondary Advisory Committee (Public member, appointed by the Speaker of the Assembly), July 2023 to present
 NASPA Asian Pacific Islander Desi American Leadership Academy (Founding Co-chair), 2018-present
 NASPA Journal of Student Affairs Research and Practice Editorial Board (Associate Editor, 2022-present; Member 2015-2020)
 Quacquarelli Symonds (QS) Reimagine Education Contest (Second round judge), 2023
 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
 WASC Senior College and University Commission (Site evaluation team member), 2014 - present
 NASPA 2017 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; 2020-2022
 NASPA Knowledge Community Online Publication Committee (Member) 2015-2019([Chair 2019](#)),
 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 - 2019

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.