

Harriet I. Williams, Ed. D.

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SUMMARY OF QUALIFICATIONS

Thirteen years of progressively responsible experience in Student Affairs Administration and Higher Education with a history of outstanding administrative and organizational skills. Demonstrated leader who exudes confidence, diplomacy, and integrity, and an ability to clearly understand multifaceted budgeting practices and human resource management.

PROFESSIONAL EXPERIENCE

Student Retention & Assessment

- Successfully developed and implemented college programming to enhance areas such as Student Support Services, Academic tutoring programs, International Education, Judicial Affairs and Residential Life.
- Developed student centered academic enrichment programming for students who were the first in their families to attend college. Developed new initiatives to include: Intrusive Advising, Financial Literacy, Students at Risk programming, and Leadership Institute.
- Coordinated and implemented retention programs in collaboration with academic colleges for students placed on academic trial.
- Conceptualized and implemented an outreach plan that increased first year student awareness and participation in the TRIO/Student Support Services program by 30%.
- Reorganized the recruitment plan for the TRIO/Student Support Services, leading to greater efficiency with annual data reporting to the federal government.
- Implemented intrusive advising as a method to actively work with and respond to academically at-risk students. Developed targeted programming across all four years.
- Restructured tutoring programs leading to a 70% increase in student use of services.
- Researched and implemented two new databases to track student participation in programming and student usage of tutoring services allowing for easy generation of statistics and annual reports.

Strategic Planning

- Successfully authored a federal TRIO/Student Support Service grant, extending funding for 5 years for programming for students who are first-generation, limited income or have a disability.
- Created and implemented a strategic plan for Student Support Services Program and the Learning Cooperative utilizing the collaborative approach of Appreciative Inquiry. The plan included centering unit energy on the vision statement and the development of new goals and priorities, allowing for the on-going reorganization and reclassification of positions, titles, and job responsibilities.
- Managed and coordinated the Pandemic Influenza Planning Process for the Student Support Services Program and the Learning Cooperative. Cross-trained multiple staff to ensure effective administration of programs and services in the event of an emergency.
- Developed and implemented a strategic plan for the Center for Student Ethics & Standards that included a strengthened vision statement with newly developed goals and priorities. Developed departmental strategic plan for diversity and budgetary goals.
- NEASC self-study Standards Committee member charged with researching and reporting on the Mission & Purposes; Planning & Evaluation; Organization & Governance for the University.

Budgeting and Fiscal Planning

- Set and administered the federal TRIO/Student Support Services grant of \$1.6 million, and the operating budgets for the Tutoring Program and Learning Cooperative of \$55,000.
- Monitored financial expenditures to ensure compliance with federal regulations and alignment with the division and institution's vision, mission and values.
- Authorized increased and/or decreased funding, annual salary increases, merit increases, fringe benefits, and special project funding.
- Initiated a leveled giving campaign in a non-profit volunteer organization resulting in increased giving and stabilization of the organization's annual budget in less than three months.
- Managed budgets of international 30 faculty-led programs totaling over \$900k in revenue and expenses. Assisted faculty with determining budget, completing proposals for income bearing activities, preparing purchase orders, travel forms, cash advances, reimbursements and reconciliation of expenses utilizing the PeopleSoft application. Charged students fees to established budget and tracked expenditures for student expenses for all international courses.

Human Resources and Personnel Management

- Hired, supervised and evaluated full-time professional staff members, undergraduate interns and graduate practicum students, graduate assistants, undergraduate interns, volunteers and work-study students.
- Led staff through department restructuring using appreciative inquiry process resulting in an increased quality of student programs and student participation in services.
- Served as a committee search chair for multiple searches. Developed affirmative screening tool and interview questions. Completed all Human Resources procedures for interviews and review of candidate qualifications.
- Proficient in human resource management and policies related to employee benefits, professional development, constructive discipline processes and staff accountability.
- Presented and facilitated staff professional development sessions which included but were not limited to: departmental vision, mission, and philosophy, supervision, ethics, diversity and social justice, role modeling, counseling, and confrontation.

Diversity and Social Justice Advocacy

- Designed an on-going diversity training series to increase the multicultural competencies of all staff in Academic Support Programs and the Center for Student Ethics & Standards and facilitated monthly diversity discussions and activities.
- Incorporated multicultural competency training in all student staff training.
- Co-presenter for diversity training Excellent Service for All, designed for frontline and professional staff.
- Member of President's Commission for LGBT Equity. Sub-committee member responsible for exploring climate for LGBT undergraduate students.
- Recipient of the Addams Diversity Award (2000), Stony Brook University's most distinguished award for outstanding diversity program of the year.



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Academic Integration & Collaboration

- Collaborated with faculty to develop individual and group academic interventions for at-risk students.
- Served on Studies Committees for students being review for dismissal or probation. Developed plans to work one-on-one with students in study skills, textbook reading and subject area content.
- Piloted an academic learning skills program for students in Psychology 1 as a model for other class-based interventions.

Policy Creation & Review

- Established and communicated policies related to participation in the Student Support Services program. Developed operating procedures for all programs within the Student Support Services Program and the Learning Cooperative.
- Designed and authored policies and procedures, applications, participation agreements and advisement sheets for the Student Support Services program.
- Developed policies and procedures related to students and faculty for Faculty Led Programs. Created forms and agreements for faculty and students. Streamlined program application and coordination process. Developed standard risk management and operating procedures for Faculty-led courses to ensure compliance and reduce risk to the University.
- Reviewed and revised the Code of Student Rights and Responsibilities. Created UVM's Sexual Assault Response Protocol and Hearing Process.

Training, Instruction & Course Development

- Developed Leadership Institute for undergraduate students that focused on areas of leadership styles, multicultural competencies, career development and community engagement.
- Researched and facilitated faculty training for faculty new to study abroad course development. Developed manual for faculty and students and facilitated orientations for faculty and students traveling abroad.
- Researched, revised and facilitated the hearing process; provided training and created a training and process manual. Educated staff on departmental vision, mission, and philosophy on diversity.
- Recruited, trained and advised faculty and staff members to hear cases of sexual assault. Trained students, faculty, Police Services, Summer Enrichment Scholarship Program Staff, professional and paraprofessional staff in residential life, Orientation leaders and other university partners on the judicial process.
- Implemented a lending library for Health and Wellness Library. Recruited a faculty-in-residence who offered study sessions for residents enrolled in the Health and Wellness minor.
- Co-instructed Master's level Ethics Capstone course. Instructed three Health and Wellness minor courses offered through the Living Learning Center. Instructed USB 101, a First Year Student seminar class.
- Conceptualized and implemented a Parent Scholar Training Program, handbook and certificate program for new clients at "My Sister's Place".

EDUCATION

Doctorate of Education in Educational Leadership and Policy Studies
The University of Vermont, Burlington, Vermont, May 2007

Master of Arts in Liberal Studies
Stony Brook University, Stony Brook, New York, August 1993

Bachelor of Arts in English
Stony Brook University, Stony Brook, New York, December 1992

PROFESSIONAL EMPLOYMENT HISTORY

Director, Learning Cooperative & TRIO/Student Support Services
Assistant Director, Academic Support Programs
Division of Student & Campus Life
2008 - Present
The University of Vermont
Burlington, VT

Co-Instructor, Ethics Capstone Course
Higher Education Student Affairs Administration
College of Education & Social Services
Spring 2007
The University of Vermont
Burlington, VT

Faculty Led-Programs Abroad Coordinator
Office of International Education
Enrollment Management Division
2006 - 2008
The University of Vermont
Burlington, VT

Assistant Director, Center for Student Ethics & Standards
Dean of Students Office
Division of Student & Campus Life
2003 - 2006
The University of Vermont
Burlington, VT

Admissions Advisor, Transfer Affairs
Undergraduate Transfer Office
Enrollment and Retention Management
2001- 2003
Stony Brook University
Stony Brook, NY

Residence Hall Director, Health & Wellness Living Learning Center
Department of Residential Programs
Division of Campus Residences
1998 - 2001
Stony Brook University
Stony Brook, NY

Director & Parent Child Specialist
My Sister's Place Child Care Center
University Hospital
Drug & Alcohol Rehabilitation
1995 -1998
Thomas Jefferson
Philadelphia, PA

Director & Child Development Specialist
The Parent Child Center
Drug & Alcohol Rehabilitation
1994 - 1995
Diagnostic and
Rehabilitation Center
Philadelphia, PA

SELECTED PROFESSIONAL DEVELOPMENT

Alumna HERS Wellesley Institute 2010
Professional Development Seminars for women in College/University Leadership. Offered through the Higher Education Resource Service & Wellesley College.

Alumna TRIO Leadership Institute 2009
Leadership Development series designed for TRIO leaders to enhance professional development. Offered through New England Educational Opportunities Program.

SELECTED SERVICE

Veteran's Committee Office of Enrollment Management The University of Vermont	January 2009 - Present
President's Commission on LGBT Equity Office of the President The University of Vermont	August 2008 - Present
Fund Development Committee Girl Scout Council of the Green and White Mountains	September 2008 - 2010
Greek Life Vision's Committee Department of Student Life The University of Vermont	September 2004 - Present
UVM Accreditation Committee Standards Subcommittee Office of the President The University of Vermont	2007 - 2008
Men's Issues University Counseling Center The University of Vermont	September 2005 - January 2006
S.T.A.R. (STudents At Risk) Team Member Dean of Students Office The University of Vermont	September 2004 - January 2006
Gender Violence Response Team Women's Center The University of Vermont	August 2003 - January 2006
Professional Staff Training, Development, Recruitment & Selection Division of Campus Residences Stony Brook University	September 2000 - June 2003
Campus Wide Wellness Committee, Committee Chair Division of Campus Residences Stony Brook University	September 1998 - May 1999
Community Standards Judicial Work Group Division of Campus Residences Stony Brook University	August 1996 - May 1997



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SELECTED PROFESSIONAL ASSOCIATION MEMBERSHIP

Board of Directors	Omicron Lambda Pi Multicultural Sorority	2009-Present
Board of Directors	Vermont Educational Opportunities Program (VEOP)	2008-2010
Member	New England Education Opportunity Association (NEOA)	2008-Present
Member	Council for Opportunity in Education (COE)	2008-Present
Board of Directors	Girl Scout Council of the Green & White Mountains (GSGWM)	2008-2010
Board of Directors	Omicron Lambda Pi Multicultural Sorority	2003-2007
Member	National Association Student Personnel Administrators (NASPA)	1998-Present
Attendee	National Conference on Race & Ethnicity (NCORE)	

SELECTED PRESENTATIONS & TRAININGS

Diversity Workshop-Student Leadership Development Anne Arundel Community College	2009
Student Support Services Leadership Institute University of Vermont	2008-2010
Leadership: Serve, Act, Inspire Omicron Lambda Pi National Convention	2007
University Judicial Council Training University of Vermont	2004-2006
Millennial Students-Professional Staff Training Saint Michael's College	2004
Diversity Training Workshop-Student Staff Training Stony Brook University	2001
Reclaiming Your Spirit; The Well Balanced Student Stony Brook University	2000
Conflict Resolution Stony Brook University	1998-2000
Parental Notification and You - FERPA 101 Stony Brook University	1999
Domestic Violence in the Residence Halls Stony Brook University	1998

SELECTED AWARDS & HONORS

Pi Gamma Mu International Honor Society in Social Sciences The University of Vermont	2009
Distinguished Service Award Stony Brook University	2003
Addams Diversity Award Stony Brook University	2000