

Red K. Hawk

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Education **Master of Arts, Student Affairs Administration in Higher Education**

Fort Wayne State University, Fort Wayne, IN, 1998

Research: "The Relationship Between Career Maturity and Gender"

Bachelor of Science in Education, Secondary Education, English

Minor in Speech Communication and Theatre

Northern Indiana University, Hillsdale, IN, 1995

Higher Education Experience **Academic Advisor/ National Domestic Exchange (NDE) Coordinator**

Academic Counseling and Career Services (ACCS), Northern Indiana University
Hillsdale, IN, 2001-present

- Conduct and document academic advising sessions with a wide range of students, including traditional freshmen, returning adults, students with disabilities, students of color, under-prepared students, and students with an undecided major
- Advise students via numerous formats, including walk-in, orientation, and hour long sessions
- Teach IDIS 110, "Freshmen Success," for seven semesters, including topics such as adjustment to college, communicating for success, time management, diversity on campus, campus resources, and study and test-taking skills
- Co-taught one semester of IDIS 115, "Career Beginnings"
- Present numerous orientation topics to incoming traditional freshmen, including how to choose a major, how to be successful in college, and registering for classes
- Created, coordinate, and facilitate "Back on Track" online and live group workshops for ACCS Freshmen probation students
- Coordinate the ACCS readmission application process
- Successfully chaired and participated in numerous search committees
- Created and published (online) the "Family FAQ: An Academic Advising Guide for Families of New Students"
- Created publications addressing various student concerns, such as "Your Journey to a Healthcare Career: A Change in Direction" and "NIU Beginning Math Tracks"
- Direct the National Domestic Exchange program and increased student participation to its highest numbers since the program's beginning
- Present an average of four NDE student information sessions per year
- Assist with the promotion and implementation of career fairs, majors fairs, and summer job and internship fairs
- Maintain FERPA regulations in all student contact
- Coordinated the "IPFW 411" academic seminar series, consisting of 12-15 topics to assist students in successful adjustment to college life
- NIU Advisor of the Year Nominee, 2008

Assistant Supervisor, Testing Services, Northern Indiana University
Fort Wayne, IN, 2003-present

- Proctor national Praxis, LSAT, and SAT testing on a monthly basis
- Maintain strict test security standards
- Report any tester misconduct to the testing services coordinator
- Maintain consistent and accurate testing material records

Academic Advisor/ Coordinator of Academic Review & Orientation Programs
Office of the Dean, College of Liberal Arts and Sciences (LAS), Western Ohio
University, Western, OH, 1998-2001

- Conducted and documented academic advising sessions, discussing student progress toward degree completion and other concerns
- Presented student orientation sessions on LAS and university requirements, academic policies, and procedures
- Trained new and veteran academic advisors on the use of computer degree audits and the course evaluation process
- Evaluated transfer credit and student records for degree completion
- Mastered the DARS degree audit system and trained advising staff and deans
- Prepared and interpreted audits of academic curricula for current and transfer students for the purposes of orientation advising, graduation evaluation, and advising appointments
- Evaluated up to 200 student records each term for potential graduates
- Prepared orientation, grade review, and probation workshop reports
- Planned and implemented the grade review process, the LAS evaluation of student academic status at the end of each term
- Lead orientation training sessions for deans, directors, advisors, and student group leaders
- Represented LAS in recruiting activities, including freshmen receptions and new student preview days
- Supervised three student workers as they made orientation reservations and organized student records for 3,000+ incoming freshmen and transfer students
- Planned all office orientation activities and probation workshops, including the scheduling of advisors, students, and resources

Career Services Graduate Assistant, Fort Wayne State University
Fort Wayne, IN, 1997-1998

- Presented various career-related topics to student groups, including how to write a resume, choosing a major, and preparing for interviews
- Represented Career Services at college fairs and fairs for students with undecided majors
- Held career advising appointments with students and alumni to discuss career options and internship resources
- Participated in research regarding student use of campus resources and its relationship to career maturity
- Conducted individualized resume critique and student employment sessions with students and community members
- Participated in the planning and execution of the annual job fair for educators

Academic Advisor Practicum Student, University College Academic Advising Center, Fort Wayne State University
Fort Wayne, IN, Summer 1998

- Advised in-coming freshmen on course/ major selection, course scheduling, and career path opportunities in a new student orientation setting
- Provided information regarding University College, academic policies, and procedures

Related Committee Work

- Foundations of Excellence Committee
- Academic Advising Council
- SOAR Committee (Summer Orientation, Advising, Registration)
- Enrollment Management Sub-committee on “Prior to Matriculation” activities
- Three Rivers Festival Parade Committee
- Summerfest Committee (faculty staff annual celebration)
- Homecoming Decorating Committee Chair
- Freshman Seminar Committee
- Career Fair Planning Committees
- LAS Transfer Course Articulation Committee
- First Year Council on Community Activities Committee

Professional Publications, Presentations, & Affiliations

Academic Advising

- National Academic Advising Association (NACADA) member, 1998-present
 - National conference presenter: “New Advisor Roundtable,” 2000
 - Chair, Member Career Services Committee, 2008-present
 - National conference attendee, 2000, 2002, 2004, 2006, 2007
 - Summer Institute participant, 2005
 - Authored: “Creating an Academic Advising Guide for Families of New Students” in NACADA’s *Academic Advising Today* monthly newsletter, December 2006
- Indiana Academic Advising Network (IAAN) member and conference presenter: “Creating an Academic Advising Guide for Families of New Students,” 2006
- Mentor new NDE coordinators from Fort Wayne State University, Allen University, Wabash Tech, Eastern Indiana University, and Northwest Ohio State University, 2005-present

National Domestic Exchange (NDE) National Conference

- Attendee, 2003-present
- Co-facilitator: “Marketing Your NSE Program,” 2006
- Computer placement coach, 2006-present
- Presenter, “There’s More Than Corn in Indiana,” 2008

Student Affairs and Leadership

- Co-authored: “Enhancing Career Development Through the Career Success Club” with Professor John Doe, published in the *Journal of Cool Career Stuff*, Summer 2003
- Young Leaders of Northeast Indiana (YLNI) member: 2005-present
 - Leadership Institute Graduate, 2008

- National Association of Student Personnel Administrators (NASPA) national conference attendee, 1998, 2001
- American College Personnel Association (ACPA) national conference attendee, 1998
- Midwest Meeting of Graduate Students in Student Personnel (MMOGSIP) conference attendee, 1997

**Other
Education
Experience**

High School Speech/English Teacher and Speech Team Head Coach

North Allen High School, North Allen County School District, Fort Wayne, IN, Fall 1995-Spring 1997

- Taught English and Speech Communication to students in grades 9-12
- Worked individually with students to help develop their talents in impromptu speaking, extemporaneous speaking, current issue discussions, and interpretive competitions
- Judged numerous American Forensic League competitions in various categories, including impromptu, interpretive, and extemporaneous speaking, offering suggestions and feedback
- Applied 4MAT Training, a lesson plan model based on learning theory, geared toward students of all learning styles
- Created, planned, and presented lessons for students of varied ability levels

**Volunteer
Experience**

- President and Board Member, Springfield Community Association, Fort Wayne, IN, 2007-present
- Council Board Secretary and Member, St. Mark's Church, Auburn, IN, 2004-2006
- Christian Education Committee Member, St. Mark's Church, Auburn, IN, 1996-present
- Bible School Coordinator, St. Mark's Church, Auburn, IN, 2001- present
- Writer and Director, Sunday School Christmas Program, St. Mark's Church, Auburn, IN, 2002-2007
- Worship and Music Committee Chair, St. Mark's Church, Auburn, IN, 2006-present

**Computer
Skills**

Utilize various computer resources, including:

- Microsoft PowerPoint
- Microsoft Word
- Banner
- Microsoft Publisher
- AdvisorTrac
- My.ipfw.edu website
- OASIS online registration system
- Microsoft Excel
- Microsoft Access
- CAPP degree audit system
- DARS degree audit system