

## SUMMARY OF QUALIFICATIONS

- Supervise full time staff, graduate students, interns, student workers and organization officers
- Plan and implement large career, leadership and service events involving students, faculty and outside stakeholders
- Experience working one-on-one and in groups with students as an advisor, mentor, and career coach
- Present at local, state and national level at leadership, student affairs, academic advising and service learning conferences
- Manage departmental budgets, with additional experience in grant management

## ADMINISTRATIVE EXPERIENCE

### **Director, Center for Career and Professional Development**

*Stephen F. Austin State University, Nacogdoches, TX*

*June 2016 to present*

- Lead a team comprised of four full-time staff, two graduate assistants, and undergraduate student career advocates and interns
- Manage departmental budget funded through career expo revenue and student service fees
- Coordinate integration and ongoing management of Handshake, resulting in increases of 500% in student utilization, 450% in approved employers, 420% in job postings, and 385% in internship postings over first year of use
- Oversee Lumberjacks GROW (Guided Reflection on Work) program to assess students' growth and articulation of NACE career competencies as a result of working on or off campus; grew participation rate by 191% in three years through departmental partnerships and marketing efforts
- Adjusted staff responsibilities to create an employer relations team, led by the assistant director
- Improved return rate of post-graduate outcomes survey from <5% to nearly 50% by increased marketing to graduating students, implementation of new knowledge response procedures via Handshake, and collaboration with SFA Alumni Association, graduation office, and academic advisers
- Increased internship opportunities through collaboration with Nacogdoches Economic Development Corporation, SFA Human Resources and Rusche College of Business, and Nacogdoches County Chamber of Commerce; developed "Internship Quick Start Guides" for on-campus and off-campus partners
- Represent CCPD to on- and off-campus partners, including SFA Alumni Association, NEDCO, and regional Chambers of Commerce functions; develop relationships with employers seeking to recruit SFA students and alumni
- Initiated partnership with SFA College of Sciences and Mathematics for new STEM expo
- Provide career coaching and mock interviews to current students and alumni
- Deliver engaging presentations on career development topics, including resume construction, interview skills, professionalism, job and internship search strategies and career inventory interpretation
- Coordinate assessment of all department activities using Campus Labs and Handshake

## **Academic Adviser, Arthur Temple College of Forestry and Agriculture**

*Stephen F. Austin State University, Nacogdoches, TX*

*August 2014 to June 2016*

- Advised forestry, environmental science, and spatial science majors and minors on appropriate coursework and academic requirements, utilizing Educational Advisory Board Campus software
- Provided personalized support for students on academic probation via monthly meetings and referrals
- Managed ATCOFA Peer Mentor program, including weekly walk-in tables for forestry and environmental science tutoring, and the selection, training and supervision of five student peer mentors
- Implemented recruiting strategies for assigned disciplines through targeted marketing and outreach efforts, with a 37% increase in enrolled transfer students and a 30% increase in enrolled first-time students over two years
- Developed new academic and career advising webpage and jobs board utilizing RedDot; advertised postings to current students and communicated regularly with employers
- Assisted students with developing, identifying, and articulating leadership skills, as outlined in the ATCOFA Bachelor of Science in Forestry curriculum review
- Tracked recent graduate and alumni employment data using emails, social media searches and other online queries

## **Assistant Director for Leadership and Service Programs, Office of Student Engagement Programs**

*Stephen F. Austin State University, Nacogdoches, TX*

*June 2009 to August 2014*

- Supervised the Circle of Omicron Delta Kappa, SFA's leadership honor society, in developing and executing a leadership conference and a university-wide awards ceremony for outstanding student leaders
- Facilitated Lumberjack Leadership Academy, a co-curricular leadership development program, utilizing workshops, retreats and service learning projects
- Created SFA's Alternative Spring Break program, including promoting applications, managing participant selection, fundraising, developing educational and reflection components, coordinating faculty guest lectures, overseeing risk management, training student team leaders, handling logistics of service projects, and compiling data from pre- and post-trip surveys
- Organized Martin Luther King Jr. Day of Service and The BIG Event, including working with a variety of city offices and non-profit agencies to develop multiple service one-day projects; over five years, student volunteer participation in MLK Day of Service increased 350% and The BIG Event increased 1,200%
- Secured five Corporation for National and Community Service grants for MLK Day of Service events
- Served as liaison between SFA and local agencies in need of volunteers, and marketed service opportunities to students, faculty and staff through a twice-monthly Constant Contact e-newsletter and a variety of social media outlets
- Managed a \$45,000+ budget for leadership and service programming
- Collaborated with faculty representatives from six academic colleges as co-chair of the Service Learning Advisory Board to promote this practice as a pedagogical tool; managed the service learning grant application and project development processes, providing up to six faculty members per semester with funding, resources and guidance
- Coordinated logistics and recruited speakers for the 2011 East Texas Regional Service Learning Conference
- Supervised one graduate assistant, five student employees and 12 organization officers

## **Graduate Adviser, United Residence Halls Council and National Residence Hall Honorary**

*The University of Tennessee, Knoxville, TN*

*July 2007 to May 2009*

- Advised programming efforts for 7,500 students in 12 residence halls
- Coordinated student delegation travel to eight regional and national conferences
- Managed budget comprised of department-provided funds and supplemented by multiple fundraisers
- Facilitated training sessions for executive boards and student leaders, and co-taught a credited course for resident assistants

## **TEACHING EXPERIENCE**

### **Adjunct Instructor, Multidisciplinary Studies**

*Stephen F. Austin State University, Nacogdoches, TX*

*Spring 2018 to present*

- Teach approximately 25 students each spring in SFA 110, a graded, credited career development course for first-generation college students (GenJacks)
- Instruct students on creating professional documents, career and industry research, use of personality assessments to guide decision making, interview preparation, and job search strategies
- Provide personalized assistance to students struggling with major/minor selection and/or investigating potential career paths

### **Instructor, SFAS 1101 Freshman Success Program**

*Stephen F. Austin State University, Nacogdoches, TX*

*August 2011 to present*

- Teach approximately 25 students each fall in a graded, credited course
- Work with leadership-specific, first-generation focused, and general sections open to all majors
- Develop curriculum to convey academic, personal development, and cultural competence topics to acclimate students to campus life and university processes
- Infuse service or community-based projects to increase students' connection to the surrounding area
- Supervise one undergraduate teaching assistant, who facilitates guest speaker schedule and assists with lessons and grading

## **OTHER EXPERIENCE**

### **Copy Editor and Page Designer**

*The Paris News, Paris, TX*

*November 2005 to June 2007*

- Designed and produced multiple pages daily using Adobe InDesign, and edited content on tight deadlines
- Worked on long-term projects, such as special sections, in close collaboration with chief photographer

## **UNIVERSITY SERVICE**

- Title IX Hearing Model Procedural Training; mock hearing chair (Summer 2020)
- Success Coach, GenJacks first generation college student mentor program (2016-present)
- Member, Open SFA Committee, Student Services and Special Events (Summer 2020)
- CCPD representative, Reimagining Academic Advising Team (2019-2020)
- Search Committee Chair for SFA Assistant Dean of Student Affairs - Equity, Diversity and Inclusion (Summer 2019)
- Co-chair, Internships Team, SFA Envisioned Strategic Plan (2018-2019)
- CCPD representative, Increasing Connections with Business and Industry Team, SFA Envisioned Strategic Plan (2017-2018)

- Hearing Officer, SFA Office of Student Rights and Responsibilities (Fall 2017)
- College of Forestry and Agriculture representative, Career Development Integration Team, SFA Envisioned Strategic Plan (2015-2016)
- Co-chair, Service Learning Advisory Board (2011-2013)

## INVOLVEMENT AND AWARDS

- Nacogdoches Independent School District Career and Technical Education Advisory Board Member (2021 to present)
- National Association of Colleges and Employers Management Leadership Institute Graduate (2017)
- Leadership Nacogdoches Graduate (2017)
- Omicron Delta Kappa National Leadership Honor Society - national office engagement:
  - National Awards Committee Member (2016-2020); Chair (2020-present)
  - Five Star Society Inductee (2016)
  - National Advisory Council Member (2012-2016)
  - Chair of Convention Programs for National Leadership Conference (2014, 2016)
  - Eldridge W. Roark, Jr. Meritorious Service Award (2014)
  - Robert L. Morlan and Robert Bishop Outstanding Faculty Officer Award (2013)
- NACA Student Government West Institute - coordinator (2015), coordinator-elect (2014), and staff (2013)
- SFA University Affairs Assessment Committee Best Practices in Assessment Award (2012-2013, 2017-2018)
- Student Affairs Programs Assessment Award (2011-2012)
- Blood Center of East Texas Bill T. Teague Chairperson of the Year Award (2012)
- Keep Nacogdoches Beautiful Board of Directors - board member (2011-2018), chair (2014-2016)
- SFA Wesley Foundation Board of Directors - board member (2017-2020), chair (2019-2020)
- Nacogdoches Love INC Board of Directors - board member and secretary (2014-2017)
- Volunteer Chair, American Cancer Society Relay for Life of Nacogdoches County (2012-2013)

## PUBLICATIONS

- Lawhead, J., Bouldin, J. and Simpson, T. “New Models for Partnerships Between Cocurricular Programs and Career Services.” *Engagement and Employability* (2017).
- Bouldin, J. and Flores, A. *The Gathering: A Collaborative Student Leader Retreat. Campus Activities Programming*, May 2014.
- Bouldin, J. and Smith, H. *Enhancing Learning Through Alternative Spring Break Programs. Campus Activities Programming*, March 2013.

## PRESENTATIONS

- Panelist, *5@5 Experiential Education and Assessment in Career Services*. Southern Association of Colleges and Employers Conference, December 2019.
- Panelist, *Marketing*. Governor’s Small Business Forum – East Texas. August 2019.
- *Beyond Articulation: Using Reflection to Promote Skill and Intellectual Development for Career Success*. National Association of Colleges and Employers Conference, June 2019. Co-presenter with Dr. Adam Peck and Dr. Michael Preston.

- *Creating an Internship Program.* Nacogdoches County Chamber of Commerce Fourth Friday Luncheon, May 2019. Co-presenter with Dr. Tim Bisping and Larissa Philpot.
- *Salary Negotiation: Knowledge is Power.* SFA Office of Multicultural Affairs Women's Empowerment Summit, March 2019. Co-presenter with Adrienne Machann.
- *ODK to Career: Integrating Co-Curricular Experiences into Professional Documents and Interviews.* Omicron Delta Kappa National Leadership Honor Society Biennial Convention, June 2018.
- *Professionalism and Interviewing: Navigating Tricky Situations While Remaining Authentic.* SFA International Women's Teach-In Day, March 2018.
- *Embracing Diversity and Individual Expression in the Job Search and Workplace.* SFA Diversity Conference, February 2018. Co-presenter with Loretta Doty and Cyndra Krogen-Morton.
- *Preparing Our Students for Their Careers Through Student Employment on Campus.* SFA University Affairs Professional Development Series, February 2018. Co-presenter with Brandi Derouen and Melissa Turner.
- *Integrating Career Development Tools into Academic Advising.* University of Texas San Antonio Academic Advising Conference, October 2016.
- *The Gathering: A Collaborative Student Leader Retreat.* National Association of Campus Activities (NACA) Central Regional Conference, October 2013; and NACA National Conference, February 2014. Co-presenter with Amanda Flores.
- *Collaboration Across Disciplines: Service Learning Advisory Boards.* Building Citizen Professionals: Enriching Coursework Through Civic Engagement conference, Lone Star College-Kingwood, November 2011.
- *Enhancing Learning Through Alternative Spring Break Programs.* National Association of Campus Activities Central Regional Conference, October 2011. Co-presenter with Sydni Mitchell.
- *Enhancing Learning Through Alternative Spring Break Programs.* East Texas Regional Service Learning Conference, May 2011.
- *Utilizing Workplace Recruitment and Retention Information to Cultivate Successful Partnerships with Student Volunteers.* National Association of Student Personnel Administrators (NASPA), March 2010.

## CERTIFICATIONS

- SFA Online Instructor Certification for Brightspace (2020)
- Myers Briggs Type Indicator (2017)
- Strong Interest Inventory (2016)

## PROFESSIONAL ASSOCIATION MEMBERSHIPS

- National Association of Colleges and Employers (NACE)
- Southern Association of Colleges and Employers (SoACE)
- Houston Area Consortium of Career Centers (HACCC)
- Texas Association of College and University Student Personnel Administrators (TACUSPA)

## EDUCATION

**Master of Science in College Student Personnel**  
*The University of Tennessee, Knoxville, TN*

*August 2009*

- Cumulative GPA: 3.89

**Bachelor of Arts in Journalism**

*December 2005*

*Stephen F. Austin State University, Nacogdoches, TX*

- Cumulative GPA: 3.84
- Summa cum laude graduate; minor in administrative law