

# **Sandra R. Terry**

## **Summary of Qualifications:**

•Detailed-oriented individual; resourceful at managing and completing projects with proven record in field of higher education in both private and public settings. •Strong work ethic, collaborative management style, strong communication and interpersonal skills with the ability to supervise diverse populations.

**Education:**                   **Master of Arts, College Student Personnel**  
Bowling Green State University, May 1992

**Bachelor of Arts, Public Relations**  
Shorter College, May 1988

## **Professional Experience:**

**Life University, Marietta, Georgia.**  
**June 2013-August 2023**

**Director, New Student Orientation, October 2019-August 2023**

- In charge of the logistics, scheduling, facilities set up and communications for the university wide 2-day orientation programs for Undergraduate, Graduate and Doctor of Chiropractic students. Create the assessment tool to feedback and improvements.
- Schedule Orientation Working Group and Orientation Task Force meetings.
- Train and recruit staff Orientation Dashboard Operators, in charge of the dashboard check in process for all incoming students for four orientations throughout the year.
- Oversee the quarterly, Bag Check Program, a 150 staff and faculty volunteer event during exam week.

### **Interim Director of Student Advocacy, July 2017- September 2019**

- Oversee the daily operations of the Student Advocacy Center, supervise three full-time professional staff members, and provide customer service to all students.
- Determine student's needs and connect them accordingly to the appropriate office of financial aid, student accounts, and registrar's office.
- Collect and verify documents, answer questions, and serve as the point of contact for university services.

### **Student Retention Initiatives, June 2013-June 2017**

- Work on designing a university-wide retention plan to improve progression and graduation rates.
- Monitor and track academic progress for students admitted in the Doctor of Chiropractic under the Alternative Admissions Track.
- Conduct outbound calls to students who have withdrawn or did not registered for current quarter coursework or applied for hiatus status, and prepare quarterly retention report for VP for Student Services.

### **University of West Georgia, Carrollton, Georgia.**

#### **Interim Coordinator of Student Volunteer Programs, Center for Student Involvement, January 2013 – May 2013**

- Research and analyze volunteer, community service and civic engagement offices throughout the state and region to establish a service office at UWG.
- Develop mission/vision statement and guiding principles for volunteer programs office.
- Establish budget for programming, transportation, registration, marketing & publications, recruitment and recognition efforts.
- Investigate tracking systems, waiver forms and compile non-profit affiliates listing in Carroll County.

### **Program Manager, Complete College Georgia, August 2012-December 2012**

Complete College Georgia is a statewide initiative designed to increase college graduates entering Georgia's workforce by the year 2020.

- Developed strategic plan for division to create programs and services for adult learners, military and underserved student populations. New office for Adult and Veteran's Services will be established in 2014.
- Researched best practices in the field of higher education and assessed the current campus environment to extend services and programs for underserved populations at UWG.

**Shorter University (formerly Shorter College), Rome, Georgia. 2002-2012**  
**Assistant Vice President for Intercultural Services and Programs, 2010-2012**

- Established office in 2010 to house Study Abroad and International Program.
- Managed and allocated \$400,000 budget for Study Abroad Program.
- Planned and implemented highly successful Black History Month signature events for the Rome community, faculty, staff, and students.
- Coordinated faculty orientation, adjunct faculty orientation, convocation, Graduation ceremonies and served as the account manager for TaskStream, an on-line assessment platform for academic units.

**Assistant Vice President for Academic Projects, Provost Office, 2009-2010**

- Worked with academic departments to set up faculty TaskStream accounts for annual assessment plan and administrative objectives.
- Coordinated service-learning activities for freshman seminar course.
- Appointed to Provost Cabinet, Strategic Planning, Budget Council and Celebrate Shorter committees.
- Worked on special projects assigned by Provost Office.

**Assistant Vice President, Professional Studies, 2006-2009**

- Oversaw administrative, personnel and \$1 million budget for the Professional Studies (adult-learning) programs.
- Managed four learning center's monthly leases, build outs, auxiliary services and furnishings.

**Associate Dean of Students, Professional Studies, 2004-2006**

- Coordinated monthly training meetings for twenty off-site employees.
- Managed the training and development of orientation classes for 1,500 non-traditional students in an accelerated academic format at four learning centers.
- Supervised the Grade Appeal Process for non-traditional students.

**Director of Student Services, School of Professional Programs, 2002-2004**

- Supervised advisement, data entry, course registration and graduation audits for 1,500 students.
- Advised the MBA and MA cohorts and tracked prerequisite coursework.
- Worked with financial aid, accounting, faculty services to ensure the successful completion of degree requirements in business, human services and education.

**Berry College, Mt. Berry, Georgia. 2000-2002**

**Director of Multicultural Student Affairs and Coordinator of Pathways**

- Established the first Multicultural Office at Berry College to improve the social climate for minority students.
- Implemented a two- week residential summer program for minority high school students and assisted with recruitment efforts.
- Coordinated scholarship allocations for the Teaching Pathways Program.
- Planned Black History Month and MLK programs for campus community.

**Acting Director of Freshmen Center, July 2001- December 2001**

- Managed \$80,000 budget and the day-to-day operation of the office.
- Supervised thirty-five freshmen Peer mentors and seminar instructors.
- Coordinated community service sites, transportation, and meals for 600 new students for Freshmen Day.

**Florida State University, Tallahassee, Florida. 1995-2000**

**Assistant Dean of Students & Director of Orientation, 1998-2000**

- Implemented twenty orientation sessions throughout the academic year.
- Managed an auxiliary budget of \$400,000 for orientation and parent programs.
- Established policies on registration procedure, staff and facility usage.
- Co-advised FSU Parent's Association and four graduate students.
- Served as member of Leadership Team for the Dean of Students department.

**Director, Transfer Programs & Coordinator, Orientation Programs, 1995-1998**

- Served as first Director for Transfer Student Programs.
- Chaired Transfer Advisory Council and advised transfer student organization.
- Coordinated year-round orientation sessions for 8,000 students and 4,000 parents.
- Supervised graduate assistants, student office assistants and forty orientation leaders.
- Appointed judicial hearing officer in the Student Rights and Responsibility Office to review conduct code violations and recommended sanctions.

**Georgia Southern University, Statesboro, Georgia. 1992-1995**

**Coordinator, Off-Campus Programs**

- Established first Off-Campus Programs Office and Community Advisor Program.
- Supervised the off-campus housing referral services and implemented the "Food for Thought" exam pack program and Annual Housing Fair.

## Teaching Experience:

- Taught Freshman Seminar credit-based courses for incoming freshmen at Bowling Green State University, Georgia Southern University (section for off-campus students), Florida State University (section for transfer students and an orientation leader training course), Shorter University and University of West Georgia.
- Served as adjunct instructor for the College of Adult Professional Programs (CAPP), taught introduction/orientation course for Associate-level cohorts to introduce curriculum, withdrawal procedures, course registration and academic resources.
- Facilitated the Introduction to Graduate Studies, a credit-based course for incoming Master of Arts (MA) and Master of Business Administration (MBA) cohorts in the College of Adult & Professional Programs.
- Faculty member for LeaderShape Inc., an international leadership development program focused on leading with integrity and developing bold visions for change.

## Committees and Advisory Boards:

**Life University (2013- 2023):** Academic Council, Advisory Committee, Safe Space, Diversity Committee, Parking Appeals Committee, Student Conduct Review Board Officer, Chair, Orientation Taskforce.

**Shorter University (2002-2012):** Provost Cabinet, 2007-2012 Strategic Plan, Reaffirmation SAC Accreditation Visiting Day Team, Celebrate Shorter Honors Day, Graduation Events, Campus Student Involvement and Budget Advisory Council. Chair, 2010 Shorter University United Way Campus Campaign Drive.

**Berry College (2000-2002):** Bonner Advisory Board, National Youth Sports Program, PLUS Advisory Board, Multicultural Student Services and Institutional Research committees. Co-chair of the Community Relations committee, Berry College Centennial Celebration.

**Florida State University (1995-2000):** Enrollment Management Team, Preview Days, First Year Experience, Public Safety and Transfer Advisory Council. 1996 Recipient, New Professional Award, Division of Student Affairs.

## Professional Affiliations & Certificate:

LeaderShape, Inc., 2002-Present  
Compassionate Integrity Training (CIT), March 2020