

# COLLEEN S. RICE

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## EDUCATION

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### **M.S. Ed. in Higher Education and Student Affairs**

Indiana University, Bloomington, IN

May 2015

### **Dual B.A. in Music and Political Science, Minor in Social Sciences, Cum Laude**

Winthrop University, Rock Hill, SC, *Transferred 59 credit hours from California State University, East Bay*

May 2013

## GRADUATE EXPERIENCE

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### **Office of Student Activities and Events, Indiana University, Bloomington, IN**

August 2013- present

*Graduate Assistant Advisor to the Indiana Memorial Union Board*

- Directly co-advise 7 student Directors, supporting and challenging them in learning various organization management skills including programming and event planning, recruitment and retention of volunteers, organization and execution of committee meetings, delegation of responsibilities, and conflict management
- Assist with programming and evaluation of more than 100 Union Board events per year, ranging from small-scale events such as town hall panel discussions, acoustic music nights, and films “sneak peeks” to large-scale annual events such as educational trips to Washington, D.C. and the Official Little 500 Concert
- Serve on advising team for 16-member Indiana Memorial Union Board of Directors, the largest student programming board on campus and governing body of the Indiana Memorial Union (IMU)
- Attend weekly Union Board of Directors meetings
- Create an inclusive, respectful, and positive office environment

### **Office of Student Ethics, Indiana University, Bloomington, IN**

December 2013- present

*Practicum Student to Deputy Title IX Coordinator*

- Create sexual assault awareness training program for faculty and staff that emphasizes general understanding of current sexual assault research, mandatory reporter procedures, a breakdown of the reporting process, how to support both complainant and respondent, and campus resources. Ideally, the program will be transferable to other institutions and comparable to the Gay Alliance’s “Safe Zone Training”.
- Update the Office of Student Ethics website, particularly sexual assault information pages
- Meet with campus partners to expand conversation, research, and networking in regards to sexual misconduct
- Observe and act as a hearing officer in a personal or academic misconduct case

### **Chi Omega Fraternity, Theta Beta Chapter, Indiana University, Bloomington, IN**

August 2013- present

*Esoteric Advisor*

- Attend weekly Executive Board and chapter meetings
- Advise and assist New Member Educator and President
- Attend and assist chapter in formal recruitment of over 1,500 potential new members

## UNGRADUATE EXPERIENCE

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### **Office of New Student and Parent Programs, Winthrop University, Rock Hill, SC**

January 2011 – December 2012

*Staff Coordinator, Peer Mentor Program (January 2012-December 2012)*

- Served as a member of Peer Mentor Leadership Staff
- Recruited, selected, and hired 59 Peer Mentors
- Planned and executed week-long training focused on classroom management and group facilitation
- Served as a TA for LEAD 120B course required for all Peer Mentors
- Observed classroom performance of Peer Mentors and provided constructive criticism during individual performance review

### *Peer Mentor (Fall 2011)*

- Served as an academic and personal resource within the required freshman seminar course, ACAD 101
- Co-taught one section of ACAD 101 with a faculty member
- Held one-on-ones with students in ACAD 101 section to track progress of freshmen through first semester
- Awarded the Magdalene S. Szeman Congenial Award for Peer Mentor of the Year

### *Orientation Leader (January 2011- August 2012)*

- Served as an Orientation Leader for 2011 Freshmen Orientation and served as a Orientation Leader for 2012 Freshmen and Transfer Orientations
- Introduced incoming freshmen and transfer students to the University through discussions on campus resources, diversity, campus expectations, and group facilitation of icebreakers
- Best Problem Solving, Undergraduate Case Study Competition, 2012 Southern Regional Orientation Workshop (SROW), Charlotte, NC

### **University College**

*August 2011- July 2013*

#### *Office Assistant, Global Learning Initiative (GLI)*

- Enter data for Statistical Package for the Social Sciences (SPSS) to measure grant program effectiveness
- Maintain website and social media for GLI
- Promote GLI campus events and projects

### **Department of Residence Life**

*May 2011-August 2011*

#### *Residence Hall Office Host*

- Enforce all check-in and check-out procedures for residents
- Monitor security of building and surrounding regions to insure campus safety
- Provide knowledge of campus resources and Residence Hall rules and regulations to residents and guests

### **General Education Program, California State University, East Bay, Hayward, CA**

*September 2009- June 2010*

#### *Founder & Peer Mentor, Peer Mentor Program*

- Involved in creation and implementation of Peer Mentor Program on a campus of 13,000 students
- Grew program from 7 founders to 40 new Peer Mentors for the second year
- Served as a Peer Mentor in freshman seminar course all three quarters
- Co-taught leadership section of Peer Mentor Practicum course for new Peer Mentors during Spring quarter

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## **PRESENTATIONS**

### **LGBTQ Students in American Higher Education**

*October 2013*

*Indiana Student Affairs Association Conference, Bloomington, IN*

### **Bringing Sexy Back: The Politics of Rape Culture and Its Effects on Collegiate Women**

*April 2013*

*Southern Regional Honors Conference, Louisville, KY*

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## **PROFESSIONAL AFFILIATIONS & MEMBERSHIPS**

Association for Orientation, Transition, and Retention in Higher Education (NODA)

*December 2013*

American College Personnel Association (ACPA)

*October 2013*

Pi Sigma Alpha International Honor Society

*April 2013*

Chi Omega Fraternity, Chi Lambda Chapter

*April 2012*

- Philanthropy Chair

*August- December 2012*

Pi Gamma Mu International Honor Society

*April 2011*

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## **COMPUTER SKILLS**

Microsoft Office Suite • Photoshop • Statistical Package for the Social Sciences • iMovie • iWork '09 Suite