

Alecia Williams

Arts & Humanities

The University of Texas-Dallas | 800 West Campbell Rd., SSB 31 | 972-883-2077 | alecia.williams@utdallas.edu

EDUCATION

Park University

Master of Arts in Communication and Leadership

Thesis topic: The Effect of Diverse Peer Interaction on Friendship Group Development and how Communication Apprehension Influences Development

Kansas City, MO

Anticipated May 2015

The University of Kansas

Master of Science in Education- Higher Education Administration

Bachelor of General Studies-Communication Studies

Lawrence, KS

May 2011

May 2008

TEACHING EXPERIENCE

Courses Taught:

The University of Texas-Dallas

Adjunct Faculty, COMM 1311-Survey of Oral and Technology Based Communication

Instructor, ECS 1200-(UNIV 1010 Component)-Introduction to Engineering and Computer Science

Technical Writing Instructor, TexPrep

Richardson, TX

Summer 2014-Present

Fall 2012 & 2013

Summer 2012

The University of Kansas

Instructor, PRE 101-Orientation Seminar

Student Facilitator, PRE 101-Orientation Seminar

Student Facilitator, Color of KU Diversity Retreat

Lawrence, KS

Fall 2010

Fall 2007

Fall 2006 & 2007

Freedom School

Servant Leader Intern, Level 1, 1st Grade

Kansas City, MO

Summer 2005 & 2006

PRESENTATIONS

Career Development: Current Trends in Career Advising, The University of Texas-Dallas, Summer 2014

Diversity & Gender Awareness: "Souls of Black Girls"-Film Screening and Discussion, The University of Kansas, Spring 2010

Healthy Relationships: Relationships, Intimacy & Consent: The Good, The Bad, & The Ugly, The University of Kansas, 2009-2010

STUDENT SERVICES EXPERIENCE

University of Texas-Dallas, Career Center

Career Consultant-Engineering and Computer Science

Dallas, TX

July 2014-Present

- Responsible for assisting Engineering and Computer Science students with their career development needs including providing services such as resume critiques, interview preparation and mock interviews, career advising, job search assistance, internship search support, and graduate school research support; coordinate career development programming aimed at all students and alumni, develop and implement targeted outreach programs designed to engage engineering and computer science students, conduct workshops and seminars on a variety of career development topics such as interviewing for success, resume and cover letter building, networking, and career fair preparation.

University of Texas-Dallas, Office of Undergraduate Advising

Academic Advisor-Outreach and Engagement Specialist

Dallas, TX

February 2012-July 2014

- Participated in the planning and delivery of academic advising/counseling services and programs which promote comprehensive educational opportunities for a caseload of approximately 275 students; developed academic support programs designed to increase retention of ECS students and assess learning outcomes of programs; planned and coordinated orientation events throughout the summer for incoming, first-time freshmen as well as various events throughout the semester for transfer students; assist in recruitment efforts by attending events at local community colleges and advise prospective students (incoming and transfer) in office about degree requirements, transfer credit, available campus resources, etc.; Trained all newly hired employees on policies and procedures and assisted with the development of a staff training manual; Managed day to day operations for summer enrichment program that exposes students from diverse backgrounds to STEM fields. Duties included food services,

classroom management (crisis management), ensuring instructors were teaching required material, and making sure requirements of state program were met

**Office of Multicultural Affairs, The University of Kansas
Graduate Intern**

**Lawrence, KS
August 2010-May 2011**

- Supported retention of students by developing, planning, and implementing both academic and campus programs to raise awareness about diversity; served as a liaison between the university and Kauffman Scholars, Inc. which is a college preparation program for underprivileged Kansas City youth; piloted a two-part retreat series to help Kauffman Scholars transition successfully through various developmental stages through interactive workshops and realistic goal setting; supervised 6 Kauffman Scholars mentors and advised the Kauffman Scholars student organization; published monthly newsletter equipped with Kauffman Scholars updates, upcoming events, and other academic and social related resources; advised the Black Student Union; assisted with the planning and implementation of campus visits for prospective students

**Philander Smith College
Interim Freshman Advisor**

**Little Rock, AR
Summer 2010**

- Advised approximately 150 incoming freshman students of academic and institutional requirements, major selection, transfer requirements and requests, and other topics related to academic success; identified and evaluated student's needs to efficiently develop academic schedules; developed training schedule for New Student Orientation Leaders and assisted with development of orientation itinerary

**Emily Taylor Women's Resource Center, The University of Kansas
Graduate Intern**

**Lawrence, KS
July 2009-May 2010**

- Designed, planned, and implemented programs intended to increase awareness of gender related issues for faculty, staff, and students; developed, coordinated, and supervised campus outreach program of approximately 12-15 volunteers; managed blog website and submissions including writing and editing for the blog; promoted student recruitment and retention through presentations and programming including presentations on developing and maintaining healthy relationships and a film screening on gender identity; marketed and advertised events on various websites which included developing and maintaining Facebook page and blog

UNIVERSITY SERVICE AND LEADERSHIP

**University of Texas-Dallas
Operation "I Am" (Multicultural Center)**

February 2012-Present

- Planning and implementation of annual Black Leadership weekend that fosters peer interaction and campus integration for approximately 40 currently enrolled students
- Facilitate team building activities and classification (Freshmen, Sophomore, Junior, Senior, beyond) specific breakout sessions
- Serve as a mentor for currently enrolled students

African American Student Success Taskforce Committee

May 2013-Present

Welcome Week Committee

Summer 2012 & 2013

Alternative Spring Break-Habitat for Humanity (Office of Student Volunteerism)

March 2013

- Supervised a team of 11 student volunteers on a service trip to Jackson, MS. ; responsible for maintaining budget allotted for trip

PROFESSIONAL AFFILIATIONS

**NACADA-National Academic Advising Association
National Association of Student Personnel Administrators (NASPA)
Member**

February 2012-Present

Women's Center Pre-Conference Planning Committee, National Conference

**2010-Present
March 2010**

- Promoted women's centers pre-conference to representatives of regional schools by personal invitation; solicited help from women's centers in the Chicago area to prepare for evening networking/social event; aided in the preparation of the pre-conference itinerary including the program PowerPoint; presented pre-conference welcome, overview, and speaker introductions

AWARDS

Engineering and Computer Science Academic Advisor of the Year

2013-2014