

EDUCATION

WEST TEXAS A&M UNIVERSITY*Master of Education in Professional Counseling*

December 1994

WEST TEXAS STATE UNIVERSITY*Bachelor of Arts in Psychology*

May 1992

FRANK PHILLIPS COLLEGE*Associate in Arts*

May 1990

EXPERIENCE

FRANK PHILLIPS COLLEGE

Borger, TX

Dean of Student Services

August 1, 2001 to present

- Administer the student services functions by visioning, planning, organizing, supervising, hiring, budgeting, evaluating, scheduling, and administering the student services programs and personnel at Frank Phillips College.
- Supervise admissions and recruitment, financial aid, dorm supervision, scholarships, Tech Prep, orientation, academic advising, transfer articulation, testing, student government, student activities, Teacher Development Program, Carl Perkins, and TRiO.
- Train and supervise seventeen employees.
- Administer and manage all discipline functions.
- Create and organize all international students' documentation using the SEVIS system.
- Assisted in writing a 1.7 million Title III grant application, which was successfully funded.
- Project Director of Carl Perkins Basic grant.
- Taught Intro to Psychology and First Year Institute Seminar.
- Co-Supervise the Student Central personnel; a one-stop-center where all functions of the college is administered.

Director of Counseling, Testing, & Career Services

January 1, 1999 to July 31, 2001

- Administered counseling, testing and career services programs that focus primarily on academic advisement and career development.
- Evaluated transcripts and created degree plans for graduation purposes.
- Advised students in course selection and degree requirements.
- Directed and managed three federal grant programs, (Carl Perkins & Equity) supervising two full-time counselors.
- Maintained an operational budget of \$146,000.
- Administered and interpreted career assessment instruments including the Strong Interest Inventory, Myers-Briggs Type Indicator, and Holland Self-Directed Search.
- Coordinated admission and advising program for International Students.
- Coordinated and administered all TASP, ACT, and GED testing.
- Monitored all CLEP test and courtesy supervision of correspondence course testing.

Becky H. Green

918 S. McGee ♦ Borger, Texas 79007

Home (806) 273-9832

Cell (806) 433-8947

Work (806) 457-4220

Equity Counselor

September 1, 1997 to December 1998

- Provided guidance and direction to vocational students eligible for grant assistance in academic, personal, and career related matters.
- Supervised two federal grant programs and managed an operational budget of \$82,500.00.
- Coordinated a daycare and travel assistance program through a screening and interview process.
- Promoted recruitment and community involvement through speaking engagements and organizing a community advisory board for Carl Perkins Grant.
- Instructed two career orientation classes.
- Presented workshops that focused on student needs.

Special Populations Coordinator

March 1997 to June 1997

- Administered grant-funded program which involved consulting with clients to assess needs and provide appropriate services.
- Maintained account of expenditures; generated quarterly reports and annual re-application.
- Produced a performance report for past years based on extensive research and created informative summaries of requested information.

Men's Dorm Director

August 1988 to December 1997

- Managed and maintained a 122 bed facility that housed college freshman and sophomore men.
- Reported all maintenance required for building.
- Responsible for handling and reporting all behavior problems as well as participating in the discipline process.
- Supervised responsibilities of four Residential Assistants.
- Organized room assignments.
- Monitored daily activities of residents.
- Maintained a healthy and safe atmosphere in residence hall.
- Demonstrated skillful communication and negotiation skills.

FRANK PHILLIPS COLLEGE EVENTS COORDINATED

Honors Banquet

Career Fair

Scholarship Banquet

Job Shadow with Borger Independent School District

Tech Prep Career Camp for 8th graders

FISH for In-Service 2003

Substitute Training for BISD

AWARDS

Staff Of The Year 1995 & 1999

Who's Who Among College Teachers 1998, 2002

Graduate of Leadership Borger 2000

AFFILIATIONS

TACCCSAA

TACRAO

SCOPE

ADMIN

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REFERENCES

Dr. Herb Swender

Professional 806-898-9114

Dr. Vance Gipson

Professional 806-783-8692

Shannon Carroll

Professional 806-683-8394

Duane Jacobs

Professional 806-356-8110

Marshall Ford

Personal 806-274-3205

Johnny Rusten

Personal 806-274-4441

Kent Gray

Personal 806-274-7167