

Deirdre R. Hill

Email address: Deirdre.Hill@tamuc.edu

HIGHLIGHTING SKILLS

- Excellent oral and written communication skills.
- Experience with academic advising, planning, assessing, and mentoring.
- Leadership training and development.
- Coordinates seminars and workshops.
- Organizational and Time Management skills.
- Management of financial departments to include payroll, accounts payable, and receiving.

EDUCATION

PhD in Psychology

August 2015

Title of Dissertation: *Hispanic Single Fathers and their Experiences with Parental Involvement in the Academic Achievement of their Children.*

Capella University-Minneapolis, MN

Master's Degree in Counseling and Psychology

August 1998

Troy University –Troy, AL

Bachelor of Science Degree-History, Secondary Education

May 1996

Troy University-Troy, AL

WORK EXPERIENCES

Assistant Director McNair Scholars Program, TRiO

February 2011-present

Texas A&M University-Commerce

Commerce, TX

- Responsible for the daily operations of the program, which include identifying and recruiting both potential Scholars and Faculty Mentors for the program.
- Organize and maintain student assessment to include tracking students after graduation.
- Update program database and assist with the completion of the Annual Performance Report and other reports.
- Maintain and update documentation on services provided to Scholars.
- Train and provide on-site supervision of tutors, administrative staff, program interns, student workers, other staff, work-study students, and volunteers.

- Coordinate various workshops, seminars, and graduate school tours.
- Plan, coordinate, and supervise various academic, cultural, and, scholastic workshops and seminars.
- Supervise purchasing process for equipment and supplies.
- Track budgets and expenses on grant-funded programs.
- Manage financial departments with responsibilities for budgets, payroll, Accounts Payable, and Receivable.
- Knowledge of current federal financial aid application process, types of financial aid awards, scholarships, and terminology.
- Plan, coordinate, and supervise Graduate Record Exam (GRE) workshops and seminars.
- Develop and create brochures and website to promote the program.

Academic Counselor/Coordinator

Student Support Services Program, TRiO

Texas A&M University-Commerce

December 2009-January 2011

Commerce, TX

- Identified, recruited, and provided services to A&M-Commerce undergraduate students who were first-generation, income challenged, or have a documented disability.
- Counseled, advised, and mentored program participants.
- Developed and implemented various financial aid workshops/presentations and provide financial literacy information to undergraduate students.
- Coordinated and supervised tutors, administrative staff, volunteers, and work study students.
- Maintained individual and group contacts through the Blumen software/database.
- Developed, created, and edited public relations materials, to include brochures and program website.

Academic Counselor/Coordinator

Upward Bound Program, TRiO

University of Nevada

January 2006-December 2009

Reno, NV

- Recruited eligible middle and high school students for the program who were first-generation, income challenged, expressed an academic need and disabled.
- Maintained and updated student contacts in Blumen database.
- Administered the PLAN (Pre-ACT assessment), ACT (American College Testing) career, and other assessments.

- Coordinated workshops, cultural enrichment programs, and summer residential programs (both students and parents).
- Identified, developed, or implemented intervention strategies, tutoring plans, or individualized education plans (IEPs) for students.
- Developed and implemented various financial aid programs and provide financial literacy information.
- Assisted with supervising the after-school tutoring program.

Academic Counselor/Coordinator

Upward Bound Program, TRiO
Troy University

October 1998-December 2005
Troy, AL

- Recruited eligible middle and high school students for the program who were first-generation, income challenged, expressed an academic need or disabled.
- Maintained and updated student contacts in Blumen database.
- Administered the PLAN (Pre-ACT assessment), ACT (American College Testing), career, and other assessments.
- Coordinated workshops, cultural enrichment programs, and summer residential programs (both students and parents).
- Identified, developed, or implemented intervention strategies, tutoring plans, or individualized education plans (IEPs) for students.
- Developed and implemented various financial aid programs and provide financial literacy information.
- Assisted with supervising the after-school tutoring program.
- Supervised education and counseling interns.

TEACHING EXPERIENCE

Instructor for Freshmen Orientation
Troy University

August 2000-December 2005
Troy, AL

- Provided instruction on various college-readiness topics-study skills, note-taking skills, and test-taking strategies.
- Developed, created, and edited course syllabi, which included handouts, study materials, and assessments for students.
- Provided financial aid information and other learning resources to students during class instruction.
- Maintained records of students' assessment results, progress, feedback, or school performance, ensuring confidentiality of all records.

PROFESSIONAL DEVELOPMENT/TRAINING/UNIVERSITY COMMITTEES

Completed CITI Program Training-Responsible Conduct in Research (RCR) September 2015-2018.

Current Member of the Texas A&M University-Commerce Judicial Review Board August 2015 to present.

Current Member of the Texas A&M University-Commerce Financial Aid Appeal Board August 2014-present.

CONFERENCEES

2015-Supervised McNair Scholars at the University of North Texas McNair Scholars Undergraduate Research Symposium Denton, TX

2014-Supervised McNair Scholars at the McNair Scholars Summer Research Symposium on the Campus of UC Berkeley, CA.

2012-Coordinated, organized, and supervised The Annual Student Leadership Conference-TRiO Programs (McNair Scholars and Student Support Services), Rockwall, TX

2013-Attended Annual Council of Opportunity in Education Annual Conference-TRiO Programs, Chicago, IL

2010-Attended Annual Texas Association of Student Special Services Programs (TASSSAP), Austin, TX

2006-Attended Annual Western Association of Educational Opportunity Personnel (WESTOP) Conference, Las Vegas, NV