



**Curriculum Vita**  
**June, 2023**

**Instructor:** Sierra Jones, Director of Student Transition and Support  
**Academic Department:** Student Transition and Support

**University Address:** Texas A&M University-Commerce  
PO Box 3011  
Commerce, TX 75429-3011

**Office Phone:** 903.468.8174  
**University Email Address:** Sierra.Jones@tamuc.edu

**EDUCATION**

**Master of Arts, Mental Health Counseling**  
Stephen F. Austin State University, 2014  
**Bachelor of Arts, Psychology**  
Stephen F. Austin State University, 2011

**TEACHING EXPERIENCE**

2021- Present	First Year Leadership Course, Texas A&M University-Commerce
2021- Present	Leadership and Engagement, Texas A&M University-Commerce
2011	Student Instructor, Study and Practice in methods for Success in College, Stephen F. Austin State University

**WORK EXPERIENCE**

2023- Present	Director of Student Transition and Support, Texas A&M University-Commerce
2021- 2023	Assistant Director for First Year Initiatives, Texas A&M University-Commerce
2017-2021	Director of Student Activities, Parker University
2015-2017	Admissions Counselor, Kingwood Pines Hospital
2013-2015	Graduate Assistant- Leadership and Service, Stephen F. Austin State University
2013-2015	Intern Counselor, Stephen F. Austin State University
2008-2013	Lead Admissions Ambassador, Stephen F. Austin State University

**PROFESSIONAL DEVELOPMENT**

**Certificate Peer Educator (CPE), Train the Trainer**  
Student Affairs Administrators in Higher Education (NASPA), June 2023

This certification permits an individual to become a facilitator of NASPA Peer Educator Training on their campus. The Peer Educator Training provides a structured mechanism for developing on-campus peer mentors and educators as an additional support system on campus.

**Certificate in Instructional Design Principles for Course Creation**

Eduflow Academy, July 2022

This certificate signifies completion of a 3-week course in instructional design related to course content and creation including the ADDIE process and analysis, design, development and the implementation of mock course using backward design.

**Certificate in Psychological First Aid (PFA)**

The National Child Traumatic Stress Network, June 2022

This certificate signifies completion of a 5 contact hour Continuing Education course. This course educates participants in the core actions of PFA and how to apply them in different post-disaster scenarios with different survivor needs.

**Certificate in Effective Instruction**

Association of College and University Educators, 2022

This certificate signifies completion of a 25-module course in effective teaching practices requiring the implementation of evidence-based instructional approaches. The credential is co-issued by the American Council on Education and distinguishes faculty for their commitment to educational excellence and student success.

**Life Design Studio completion**

Stanford University, 2021

A five day intensive and immersive training session on life design curriculum and materials, aimed at university educators attempting to solve big problems. Training includes experiences as both a learner and program developer to bring back tools and prototypes for the university.

<b>HONORS AND AWARDS</b>	
--------------------------	--

2020	Standing Ovation Award, Parker University
2018	Impactful Organization of the Year, Meals on Wheels
2014	Sigma Phi Alpha Counseling Honor Society
2013	Omicron Delta Kappa Member of the Year, Stephen F. Austin State University

# Sierra Jones

McKinney, Tx | SierraZeringue@gmail.com | 832-687-1960

## Education:

**Stephen F. Austin State University, Nacogdoches, Texas**

Master of Arts in Mental Health Counseling

December 2014

Bachelor of Arts in Psychology

December 2011

## Work Experience:

*Director of Student Transition and Support*

March 2023- Current

Texas A&M University-Commerce

- Work closely with the Sr. Vice-Provost and other campus partners to advance student success for incoming first-time, full-time students
- provide collaborative leadership to facilitate cooperation and teamwork with faculty and staff across campus
- Oversee the selection and academic experience of the Texas Leadership Scholars Program and Freshman Leadership Class including developing curriculum for student leadership development.
- Supervise the Academic Tutoring Center
- Report data for Institutional Effectiveness analysis for all related first-year activities. Conduct intake and exit surveys and share annual findings with departments and campus partners.
- Recruit, hire, oversee payroll, train and evaluate work performance of the Peer Mentors
- Conduct weekly Peer Mentor meetings to provide training experiences, foster personal and professional growth and develop a sense of team cohesion and vision.
- Maintain awareness of national trends and best practices in the areas of the first-year experience as well as student success, engagement and retention.
- Provide excellent customer service (internal and external), demonstrate fiduciary responsibility and model inclusive and transformative leadership.

*Assistant Director of First-Year Initiatives*

June 2021- March 2023

Texas A&M University-Commerce

- Worked with the Dean of the College of Innovation and Design to advance college priorities for career readiness, first-year experience for incoming first-year students
- Provided collaborative leadership to facilitate cooperation and teamwork with faculty and staff across campus
- Oversaw the selection and academic experience of the Freshman Leadership Class, including creating a curriculum for student leadership development in the FLC 100 and FLC 200 courses.
- Reported Institutional Effectiveness data for all related first-year activities from intake and exit surveys.
- Worked with a multidisciplinary committee to develop first-year initiatives for co-curricular campus-wide events
- Recruited, hired, oversaw payroll and evaluated work performance of the Peer Mentors
- Conducted weekly Peer Mentor meetings to disseminate information utilizing the Design Your Life framework, provide training experiences, foster personal and professional growth and develop a sense of team cohesion and vision
- Exhibited a commitment to first-year success and retention strategies, liberal education, high-impact practices and diversity, equity and inclusion.
- Fostered excellence in customer service and assessed current operations to innovate and improve future goals of the College of Innovation and Design.

*Director of Student Activities and Traditions*

January 2021- June 2021

Parker University

- Supervised Coordinator of Student Activities and Career Services personnel

- Planned, organized, and managed graduation ceremonies, orientation, volunteer events, and other ceremonial events and assemblies campus-wide
- Collaborated with other departments to create additional milestone events for students
- Oversaw multiple budgets totaling 450k as related to campus events and activities
- Met with students to discuss career goals and preparedness to assist with job search
- Managed distribution and implementation for Title XI/Diversity and Inclusion student training
- Continued job responsibilities listed for Coordinator of Student Activities

*Coordinator of Student Activities*

February 2017- January 2021

Parker University

- Executed New Student Orientation events and welcome weeks activities for up to 300 new students, three times per year
- Selected and supervise orientation leaders in support of new student transitions, including monthly training meetings to develop orientation leader abilities
- Created, established, and lead diversity training and compliance for students and employees
- Collected attendance and impact data about events through surveys with the expectation of providing data for accreditation and presentation to campus stakeholders
- Advised university-recognized organizations and Student Senate, including the creation of a mentor organization that contains peer-to-peer connections
- Met trimesterly with student organizational leadership to ensure understanding of University policies and procedures as well as discuss upcoming events to see where assistance can be provided
- Administered policies, procedures and registration for student organizations and student leaders
- Oversaw event coordination for all student-focused university events
- Created marketing materials for events and special announcements for physical and electronic distribution, including the weekly newsletter
- Managed all student bookings for on-campus events including room reservations and any ancillary needs for the events
- Managed Student Affairs' social media accounts and forward-facing information on the University website

*Admissions/Intake Counselor*

May 2015- January 2017

Kingwood Pines Psychiatric Hospital

- Communicated appropriately the needs of clients with the admissions team and intervened in crisis situations
- Conducted assessments, and medical screens, administered inpatient and outpatient paperwork and admitted patients to the facility
- Performed and documented pre-certifications on admissions to patient's insurance company
- Assisted in the creation of individualized treatment plans for individuals seeing both inpatient and outpatient care.

*Assistant for Leadership and Service*

July 2013-May 2015

Stephen F. Austin State University, Nacogdoches, Texas

- Lead four organizations as an acting adviser; The BIG Event, Lumberjack Leadership Academy, Omicron Delta Kappa Leadership Honors Society, and Alternative Spring Break
- Coordinated and Oversaw events on campus put on through organizations
- Managed fundraising, recruitment, and events for organizations on campus

*Counseling and Career Services Intern*

July 2014- December 2014

Stephen F. Austin State University, Nacogdoches, Texas

- Applied theory and experience to individual and group counseling sessions
- Presided over QPR training to over 200 students on campus per semester
- Developed and implemented a 6-week group workshop curriculum for students dealing with anxiety and depression
- Participated in intake assessments to help determine the treatment path of new clients

*Admissions Ambassador, Supervisor*

October 2008-July 2013

Stephen F. Austin State University, Nacogdoches, Texas

- Greeted and registered potential students and families with the Admissions Office
- Assisted with Freshmen 101 level course as a student mentor to facilitate a successful transition for new students to campus

- Hired and supervised 25 tour guides including training, retreats, and daily tour duties
- Acted as the point of contact for all large group tours including scheduling, creation of tour route and scheduling additional speakers to welcome students to campus
- Collaborated with the Admissions staff in preparations for campus-wide recruitment events including “Showcase Saturday”
- Aided the Admissions staff in calling potential students to communicate and direct students in the necessary steps of completing admission

Professional memberships:

Faculty Advisor, Omicron Delta Kappa- Texas A&M University- Commerce Circle, 2023- Present  
Association for Orientation, Transition, Retention in Higher Education (NODA), 2016-2021  
American College Personnel Association (ACPA), 2017-2021  
Student Affairs Administrators in Higher Education (NASPA), 2017-2020  
Lifetime Member, Omicron Delta Kappa, 2013- Present

Accolades:

American Council on Education (ACUE) Certificate in Effective College Instruction, 2022  
Standing Ovation Award, Parker University, 2020  
Leader of the Year, Omicron Delta Kappa, 2014