



## Vita

**Instructor:** Molly H. Baur

**Academic Department:** BAAS-Organizational Leadership

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### Education

**Master of Science in Management**

Texas A&M University-Commerce: 2013

**Bachelor of Applied Arts and Sciences** Minor in Music

Texas A&M University-Commerce: 2011

**Associates of Applied Arts and Sciences** Major Business Management/Fashion Merchandising  
McLennan Community College: 1990

### Honors and Awards

**Above the Line** for outstanding performance and lasting contributions to Service Excellence-  
Texas A&M University-Commerce, October 2009

**Excellent Service Award**

Texas A&M University-Commerce, February 2011

**Partnership Award** in recognition of tireless support of Campus Life & Student Development  
Texas A&M University-Commerce, May 2016

**Alumni Ambassador** College of Science and Engineering, Texas A&M University-Commerce  
February 2017

**Employee of the Month** for outstanding performance, service and dedication, Texas A&M University-Commerce October 2017

<b>Elected Organization Affiliations</b>
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**Texas A&M University-Commerce Staff Council** – member 2015-2017

**Texas A&M University** Campus Representative for Commerce, System Employee Benefits Advisory Committee (SEBAC) September 2015-September 2017

<b>Current Professional Experience</b>
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Prior to joining higher education in 2003, my experience included human resources, management and positions requiring a high level of customer service. My goal is to combine my work experience as well as my formal education to help other non-traditional students complete their educational journey.

2012- Present	<p>Texas A&amp;M University-Commerce Associate Registrar <i>Extensive work in the Banner Student Information System Responsible for the maintenance and security of all student academic records. Assumes responsibility of Registrar in her absence. Responsible for web page maintenance for the Registrar's Office. Commerce Coordinator for the A&amp;M System Course Exchange Program Develops and Creates University Academic Calendar. Responsible for controls that support registration, grade inquiry and student account information. Assures accuracy and produces local enrollment reports for campus and external agencies. Assists students, faculty and staff with any related registrar procedures. Contact person for Family Educational Rights and Privacy Act (FERPA). Supervisor Responsibilities: Graduation Coordinator, Coordinator of Catalog, Curriculum and Schedule, Enrollment Auditor, Coordinator of CAPP, NCAA.</i></p>
2007-2012	<p>Texas A&amp;M University-Commerce Assistant Registrar <i>Extensive work in the Banner Student Information System Responsible for managing the overall daily activities of the Registrar's Office. Responsible for suspension/probation, President's/Dean's Lists. Responsible for all academic records including but not limited to grade changes, registration issues and grade input for GoArmy.EDU and AI portal. Contributes to the effective team management of all relevant problems, issues and opportunities of the Registrar's Office. Supervisor Responsibilities: Three administrative assistants, student workers, temporary personnel and Graduate Assistants.</i></p>

## Industry Experience

- 2006-2007            Texas A&M University-Commerce  
Administrative Assistant I  
Residential Living and Learning  
*Assigned campus housing, processed deposits, posted payments, customer service and responsible for cashier position when needed.*
- 2003-2006            Baylor University-Waco, TX  
Operations Assistant III  
Baylor Bear Foundation  
*Extensive work in the Banner Student Information System  
Responsible for donor/member accounts, maintained Advantage Database  
Processed membership reports consisting of membership summaries, deposit logs, and income comparisons. Reconciled bank account, performed duties in accounting, extensive customer service and Banner work including downloading gift records from Banner to Advantage.  
Assisted Director in several major athletic gift giving campaigns and responsible for the delivery of donations to the gift office.*
- 1992-2003            Wallace Computer Services-Marlin, TX  
Outside Purchase Manager  
*Responsible for issuing purchase order numbers to nationwide sales force  
Extensive database entry, phone and e-mail communication to sales force and vendors. Accounts payable, billing and weekly payroll processing for 125 employees. Responsible for training of employees on business processes.*
- 1991-1992            J C Penney- College Station, TX  
Human Resource Specialist  
*Responsible for all Human Resources including the hiring process training and payroll.*

## Current Professional Organizations

Texas Association of Collegiate Registrar & Admissions Officers 2007-Present  
Southern Association of Collegiate Registrar & Admissions Officers 2007-Present  
American Association of Collegiate Registrar & Admissions Officers 2007-Present

<b>Specialized Instruction</b>
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(Fall, 2014)

Instructor- Organizational Leadership 201 - Supervision

Instructor- Organizational Leadership 301 – Organizational Behavior

(Winter Mini 2015)

Instructor- Organizational Leadership 201- Supervision

Instructor-Organizational Leadership 397- Dynamics of Organizations

Instructor-Organizational Leadership 4343 – Leading Change

(Spring 2015)

Instructor- Organizational Leadership 201- Supervision

Instructor- Organizational Leadership 397- Talent Leadership

Instructor- Organizational Leadership 4343- Leading Change

(Summer I 2015)

Instructor- Organizational Leadership 201-Supervision

Instructor- Organizational Leadership 397-Talent Leadership

Instructor- Organizational Leadership 4343-Leading Change

(Summer II 2015)

Instructor-Organizational Leadership 397-Talent Leadership

Instructor-Organizational Leadership 4343-Leading Change

(Fall 2015)

Instructor-Organizational Leadership 397-Talent Leadership

Instructor-Organizational Leadership 4343-Leading Change

(Spring 2016)

Instructor-Organizational Leadership 397-Talent Leadership

Instructor-Organizational Leadership 3332-Behavior, Ethics & Leadership II

Instructor-Organizational Leadership 4343-Leading Change

(May Mini 2016)

Instructor-Organizational Leadership 3332-Behavior, Ethics & Leadership II

Instructor-Organizational Leadership 4343-Leading Change

(Summer II 2016)

Instructor-Organizational Leadership 3332-Behavior, Ethics & Leadership II

Instructor-Organizational Leadership 4343-Leading Change

(Fall 2016)

Instructor-Organizational Leadership 201-Supervision

Instructor-Organizational Leadership 4343-Leading Change

(Winter Mini 2017)

Instructor-Organizational Leadership 201-Supervision

Instructor-Organizational Leadership 4343-Leading Change

(Spring 2017)

Instructor-Organizational Leadership 201-Supervision

Instructor- Organizational Leadership 4343-Leading Change

(Summer I 2017)

Instructor-Organizational Leadership 201-Supervision

Instructor-Organizational Leadership 4343-Leading Change

(Summer II 2017)

Instructor-Organizational Leadership 111-Critical Thinking  
Instructor-Organizational Leadership 201-Supervision  
(Fall 2017)  
Instructor-Organizational Leadership 111-Critical Thinking  
Instructor-Organizational Leadership 201-Supervision  
Instructor-Organizational Leadership 431-Developing Globally Competent Leaders  
(Spring 2018)  
Instructor-Organizational Leadership 111-Critical Thinking  
Instructor-Organizational Leadership 201-Supervision  
Instructor-Organizational Leadership 431-Developing Globally Competent Leaders  
(May Mini 2018)  
Instructor-Organizational Leadership 111-Critical Thinking  
Instructor-Organizational Leadership 201-Supervision  
(Fall 2018)  
Instructor-Organizational Leadership-111-Critical Thinking  
Instructor-Organizational Leadership-201-Supervision  
(Spring 2019)  
Instructor-Organizational Leadership-111-Critical Thinking  
Instructor-Organizational Leadership-201-Supervision  
(May Mini 2019)  
Instructor-Organizational Leadership-111-Critical Thinking  
Instructor-Organizational Leadership-201-Supervision  
(Summer II 2019)  
Instructor-Organizational Leadership-111-Critical Thinking  
Instructor-Organizational Leadership-201-Supervision