

# Tony Kin Shin Lee

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## Higher Education Experience and Skillsets:

- Strong organizational and interpersonal skills.
- Ability to work independently and as an integral part of a team.
- Create and maintain collaborative relationships with students, faculty and staff.
- Experience with advising and mentoring undergraduate and graduate students.
- Ability to interact and support students from underrepresented groups, including students from historically underrepresented racial and ethnic groups, first-generation-to-college students, LGBT students, low-income students, and non-traditional graduate students.
- Experience in handling students' issues, maintaining confidentiality and handling sensitive communications with discretion.
- Experience in coordinating student programming to support students' individual growth.
- Experience in developing professional development workshops.
- Experience in developing and teaching online courses.

## EDUCATION

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**Ph.D. in Adult and Higher Education** 8/11 – 5/14

Concentration: Workforce Learning & Development

*University of Oklahoma, Norman, OK*

*Dissertation: The Relationship Among Mentoring, Self-Esteem, and Job Satisfaction: A Comparative Study of U.S.-Born and Foreign-Born Faculty.*

**M.Ed. in Adult and Higher Education** 8/09 – 7/11

Concentration: Training and Development

*University of Oklahoma, Norman, OK*

**MHR in Human Relations** 1/03 – 12/04

Concentration: Organizational Leadership

*University of Oklahoma, Norman, OK*

**B.B.A. in Management Information Systems & International Business** 1/98 – 12/02

*University of Oklahoma, Norman, OK*

## PROFESSIONAL EXPERIENCE

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**Associate Director, UWC Scholars Program & China Recruitment** 6/17 – Present

- Supervise graduate assistant, intern and student employees.
- Recruit international students, particularly graduates of United World College and China.
- Responsible to all manner of questions from prospective students, parents, and school counselors.
- Communicates with prospective students throughout the recruitment and application process, including extensive correspondence via phone, e-mail, skype and social media.
- Review applications for admissions decisions and ensures appropriate evaluation of foreign credentials.
- Plan and implement strategies in yielding students' enrollment and retaining students.

- Orienting international students to the academic systems and support services at OU, its culture, and the U.S. culture in general.
- Develop academic and non-academic based student programming events to help and support 200+ international students with campus adjustment and retention.
- Assist students with academic and personal issues.
- Provide one-on-one assistance to students who struggle academically and well-being.
- Work collaboratively with international advisors to support students' immigration situation.
- Performs other duties as assigned or required.

**Associate Director, *UWC Scholars Program***

6/15 – 5/17

*Roles were similar to the Assistant Director position.*

**Assistant Director, *United World College (UWC) Scholars Program***

8/14 – 5/15

*University of Oklahoma Office of Admissions and Recruitment, Norman OK*

- Recruited international students, particularly graduates of United World Colleges worldwide.
- Responsible to all manner of questions from prospective students, parents, and school counselors.
- Analyzed trends in student recruitment and retention and make recommendation for action.
- Developed promotional materials and videos for recruitment purposes.
- Reviewed and process international students' application for admission to the university for undergraduate students.
- Applied and interpreted admission policies and procedures.
- Planned and implemented strategies to yield students' enrollment.
- Provided different academic and non-academic related programming and support services to support and retain students.
- Hired and managed student assistants.
- Advised The United World (TUW) student organization.

**Graduate Assistant, *Educational Leadership and Policy Studies***

8/12 – 6/14

*University of Oklahoma Jeannine Rainbolt College of Education, Norman OK*

- Provided academic advising services to students and prospective students via walk-in meetings, individual appointments, e-mail, and by telephone.
- Assisted students with course enrollments.
- Maintained and updated program area (Adult and Higher Education (EDAH)) information to the website.
- Coordinated relevant workshops for students on academic advising topics.
- Assisted with EDAH Graduate Recruitment Day and other special projects.

**Graduate Assistant, *Student Affairs***

7/11 – 7/12

*University of Oklahoma Health Sciences Center, Oklahoma City OK*

- Coordinated Leadership Lunch Program.
- Coordinated First-Year Health Professional Student Programs (HSC 1).
- Developed strategies to increase students' participation in both programs.
- Co-planned and facilitated staff retreats.
- Assisted with other special projects.

**Intramural Sports Coordinator, *Student Affairs*** 1/10 – 7/11

*University of Oklahoma Health Sciences Center, Oklahoma City OK*

- Coordinated campus wide intramural sports program for health professional students.
- Worked to increase health professional students' participation in intramural sports program.
- Hired and trained referees.
- Responded to intramural sports issues and emergency situations.

**Intern, *Learning and Development Office*** 8/10 – 12/10

*University of Oklahoma Health Sciences Center*

- Learned and developed Family Medical Leave Act (FMLA) e-Learning resource.
- Conducted training workshops for faculty and staff.
- Assisted presenters with their training workshop.
- Attended Developmental Advisory Council meetings.

**Assistant Director, *Student Life*** 8/05 – 6/09

*University of Oklahoma, Norman OK*

- Oversaw the daily operations and functions of the Asian American Office.
- Assisted with the establishment of the Multicultural Greek Council (MGC).
- Oversaw and coordinated the International Leadership Class Scholarship and Advantage II Scholarship programs.
- Coordinated freshmen and transfer students' orientation and graduation awards banquet.
- Provided academic advising, counseling, and assistance to Asian American students.
- Advised Asian heritage student organizations, MGC Executive board, and 12 fraternity & sorority chapters.
- Organized leadership retreats for Asian American students and OU Greek chapters.

**Residence Coordinator, *Residence Life*** 1/05 – 8/05

*Pennsylvania State University, University Park PA*

- Recruited, trained, developed and supervised 10 Resident Assistants.
- Planned and coordinated Freshmen Orientation programs for West Halls.
- Trained and co-supervised 70 Orientation Leaders.
- Advised the Earth & Environment Science, Engineering House, and Science & Technology committees in the residence hall.
- Responsible for students' disciplinary issues and mediated roommates' conflicts.
- Responsible for residence halls emergency protocols.
- Assisted with recruitment of Residence Coordinators, Assistant Director, and Assistant Vice President for Penn State main campus Student Services.

**PUBLICATIONS, PRESENTATIONS, & TEACHINGS**

**Book Chapter**

Lee, T. K., & Lim, D. H. (2016). International faculty development in U.S. higher education. In Keengwe, J. (Eds.) *Handbook of Research on Promoting Cross-Cultural Competence and Social Justice in Teacher Education*.

Lee, T. K., & Lim, D. H. (2015). Learning through web-based authoring tools. In Keengwe, J., & Agamba, J. (Eds.) *Models for Improving and Optimizing Online and Blended Learning in Higher Education*.

## **Presentations & Trainings**

The Role of Mentoring in International Faculty Job Satisfaction. (Poster Presentation), American Association for Adult and Continuing Education (AAACE), November 2015, Oklahoma City, OK

Effects and Impacts of A Global Community, University of Oklahoma Greek Forum. November 2015, Norman, OK

Learning through Web-Based Authoring Tools, 2014 Academy of Human Resource Development Annual Conference, Houston, TX.

Learning Styles for Multi-Generations, 2013 Academy of Human Resource Development Annual Conference. February 2013, Arlington, VA.

Building Bridges with International Students, Oklahoma College Student Personnel Association State Conference. May 2011, Broken Arrow, OK.

Team Building, University of Oklahoma Learning & Development Office. May 2011, Norman, OK

Team Building, University of Oklahoma Health Sciences Center Learning & Development Office. November 2010, Oklahoma City, OK

## **Teaching Experience**

- Lecturer, EDAH 5333: Program Planning in Adult Learner, spring 2017
- Guest lecturer, EDAH 5043: Introduction to Research, fall 2012, spring 2013
- Guest lecturer, EDAH 5473: Race, Class, & Gender, fall 2012
- Guest lecturer, EDAH 5013: The Adult Learner, fall 2012
- Instructor, UCOL 2002: Strategic for Success, spring 2008, 2009.

## **MEMBERSHIPS, INVOLVEMENTS & AWARDS**

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### **Memberships**

- Member, Academy of Human Resource Development (AHRD), 2011 – 2015
- Member, American Society for Training and Development (ASTD) Oklahoma Chapter, 2010 – 2014
- Member, National Association of Student Personnel Administrators (NASPA), 2005 – 2012
- Member, Oklahoma College of Student Personnel Association (OCSPA), 2006 – 2012

### **Involvements**

- Selection committee, OU's Pe-et Top 10 Seniors, 2019
- Selection committee, Assistant Director of Admissions & Recruitment, 2016
- Selection committee, OU President's Award for Outstanding Sophomores, 2016
- Volunteer, NAFSA Region III Conference, 2015
- Selection committee, United World College Coordinator, 2014
- Peer Reviewer, University Forum on HRD European Conference, 2014
- Peer Reviewer, AHRD International Research Conference, 2014
- Volunteer, ASHE Annual Conference, 2013
- Session Chair, ASTD International Conference, 2013
- Symposium Chair, AHRD International Research Conference, 2012, 2013
- Adult and Higher Education (EDAH) Faculty Search Committee, 2012, 2013

- NASPA IV-W Regional Awards Selection Committee, 2007, 2008, 2010, 2011, 2012, 2013
- Volunteer, AHRD International Conference and Expositions, 2012, 2013
- Student Ambassador, OU Graduate College, 2011, 2012, 2013
- Volunteer, Graduation Commencement, 2006 – 2013
- Co-facilitator, OUHSC Student Affairs Staff Retreat, 2011, 2012
- Volunteer, ASTD Oklahoma State Conference Planning Committee, 2012

### **Honors and Awards**

- Glenn Freeman First Timer Scholarship, 2015
- Bellwether Society Scholarship in Honor of Drs. Shannon & Kenneth Lease, 2013 – 2014
- Outstanding Graduate Student of The Year for Adult and Higher Education, 2012 – 2013
- Cleo Cross Scholarship, 2012
- Lion's Club International Student of The Month, 2004