

# Deepti R. Chadee

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## Education

**Master of Education in Higher Education Administration and Student Affairs**, May 2010

Texas Tech University, Lubbock, TX

Thesis: Contributing Factors of Student Organization Advisors Involvement and its Influences on Retention

**Bachelor of Science in Business Management**, December 2007

North Carolina State University, Raleigh, NC

## Certifications:

**ATIXA Title IX Administrator**, July 2014

**Strengths Quest Educator Certified**, October 2011

Top 5 Strengths: Developer, Empathy, Responsibility, Learner & Belief

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## Related Experience

**Associate Director of Student Activities & Special Events**, Texas A&M University-Commerce, Commerce, TX

July 2010-Present

- Responsible for advising Campus Activities Board (CAB), the main student programming board for the University
- Oversee CAB budget of \$170,000, Student Organization budget \$67,000, and Special Events budget of \$85,000; Club budget of 55,000
- Reorganized CAB budget to incorporate committee functions, establishing event requirements, and budgets per committees
- Coordinate large-scale special events for the campus community, including Lion's Roar (Fall Welcome Back Weeks), Homecoming, Lions Leap (Spring Welcome Back Weeks)
- Oversaw RSC Club Operations, including student staff, inventory, concessions, programming, and budget
- Responsible for supervision and development of 1 Coordinator of Student Activities and 1 Assistant Director of Student Organizations and Student Government Association
- Previously supervised 3 Graduate Assistants (Student Organizations, Student Activities, RSC-The Club)
- Worked with Graduate Assistant of Student Organizations to establish support programs for student organizations, including annual training, risk management, networking opportunities, workshops on organizational success
- Provide development and supervision of CAB officers, including creating and implementing trainings, coordinate officer selection process, meet weekly with the officers
- Negotiate contracts with agents and ensure University guidelines are followed
- Conduct on-going assessments to implement best practice methods for event planning, membership development, recruitment, budget development and organizational effectiveness
- Attend and take students to the National Association for Campus Activities (NACA) Regional and National Conferences. Coordinate travel for undergraduate students, graduate students and professional staff.
- Oversee development of Special Event schedule for all activities; Collaborate and coordinate with on-campus and off-campus departments program logistics
- Assess and implement risk management measures as it relates to programs
- Establish Student Tailgate Lot for Football games, while developing and enforcing Student Tailgate Lot Policies.
- Worked with OrgSync, a Campus Engagement Network, to connect students to over 100 student organizations on campus
- Chair Student Organization Allocations Committee which oversees application, interview and disbursement processes of funds to student organizations
- Co-chair campus-wide Spirit Committee, which promotes school spirit and establishes tradition in very intentional ways among faculty, staff, and students
- Chair the William L. Mayo Prestigious Speaker Series, a President initiative to bring well known speakers to the campus
- Assisted in creation of Graduate Assistant Experience, a supplemental experience for Graduate Assistants to aid in preparation for the field of Higher Education/Student Affairs through workshops, campus visits and other supplemental activities
- Served as Host Chair for the Association of College Unions International Region 12 Regional Conference
- Co-Instructor for a Sophomore Year Experience group, a year-long living and learning community experience where students focused how change can enhance their local and global community

**Graduate Assistant**, Student Union & Activities, Texas Tech University, Lubbock, TX  
August 2008-June 2010

- Assisted Assistant Director, Associate Director and Managing Director of Student Union and Activities in coordinating programming, training and advising needs related to all aspects of student activities and programs
- Advised 3 student committee coordinators directly within Tech Activities Board through weekly meetings and overseeing program implementation
- Responsible for films budget of \$13,600, Homecoming budget of \$40,000, special programs budget of \$40,318, nightlife budget of \$73,300 and concerts budget of \$120,000
- Collaborated with on campus organizations and departments including Residence Hall Association, Gay-Straight Alliance, Black Student Association and the Rawls College of Business, to put on programs for the Texas Tech University community
- Served as co-advisor for Tech Homecoming Association
- Helped implement Risk Management practices with RaiderGate, largest student-run tailgate in the nation
- Coordinate student organization fairs for Raider Welcome Events (Fall and Spring semesters)
- Compiled and assessed data of Tech Activities Board, Student Union and Activities events
- Developed marketing for student organization workshops and registration process through print and electronic media
- Served on the review committee for the Student Union & Activities CAS review process

**Practicum Intern**, Student Judicial Programs, Texas Tech University, Lubbock, TX  
January 2009-May 2009

- Adjudicated student conduct cases, including housing, alcohol and drug incidents, as a Hearing Officer.
- Revised the Code of Student Conduct during the annual review process.
- Tracked individual student code violations for the annually federal mandated Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
- Presented to first year experience courses for at-risk students on the importance of academic integrity.

**Office Manager**, Student Organization Resource Center, North Carolina State University, Raleigh, NC  
August 2007- June 2008

- Organized annual organization fair and off-campus housing fair.
- Reserved outdoor campus space and equipment rentals for student organizations and departments.
- Supervised one work-study student.
- Served as the primary contact for students and visitors that came to the center.

**Intern**, Center for Student Leadership, Ethics & Public Service-North Carolina State University, Raleigh, NC  
May 2006-August 2007

- Served as a support person for staff as a contact for students and faculty
- Established international and domestic community partnerships for Alternative Spring Break Program
- Represented Center for Student Leadership, Ethics & Public Service at New Student Orientation
- Coordinated an annual campus-wide service project with "Stop Hunger Now" to send meal packages to Haiti.
- Recruited and trained 40 group leaders that assisted in the service and reflection of the event.
- Recruited and registered 650 participants and faculty volunteers.
- Coordinated supplies and logistics, and handled on site problem solving.

**Program Coordinator**, LeaderShape Institute-North Carolina State University, Raleigh, NC  
August 2005-May 2007

- Managed contractual relationship with Eastern 4-H Center to ensure daily operations were facilitated
- Recruited 60 participants, 6 faculty members and 3-guest leader panelist for Institute
- Oversaw Institute as logistical problem-solver by handling student illnesses and technical components of session
- Promoted as undergraduate student to serve in full-time professional position

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## Presentations

NACA Central Region Conference, Engage Your Students with Flair!, October 2013  
*Tulsa, OK*

RSC Student Staff Training, Ethics in the Workplace, January 2012, 2013  
*Texas A&M University-Commerce, Commerce TX*

Graduate Assistant Experience Student Development Theory One, September 2011, September 2012, September 2013  
*Texas A&M University-Commerce, Commerce TX*

Rayburn Student Center Student Staff Training, Customer Service on the PRIDE Philosophy, August 2011  
*Texas A&M University-Commerce, Commerce TX*

Resident Assistant Training, Customer Service with a Pixar Influence, August 2011  
*Texas A&M University-Commerce, Commerce TX*

ACUI Annual Conference, Transitioning from Graduate Assistant to Professional, March 2011  
*Chicago, IL*

Kappa Delta Chi Regional Conference, The Fish! Philosophy, January 2011  
*Texas A&M University-Commerce, Commerce TX*

Higher Education Student Association Seminar, Future Careers in Higher Education Series, November 2009  
*Texas Tech University, Lubbock, TX*

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### **Publications**

Article: Student Organization Advisor Involvement and Retention, September 2010, *The Bulletin Association of College Unions International*

### **Affiliations**

American College Personnel Association (ACPA) 2009

Association of College Unions International (ACUI) 2008

Region 12 Leadership Team, Graduate Student Project Team Leader 2009

Region 12 Leadership Team, Conference Host Chair, 2011-2012

Region 12 Leadership Team, Education Coordinator, 2012-2013

Region II Leadership Team, Education Programs Coordinator, 2013-2014

2016 Annual Conference Program Team, 2014-2016

NCSU LeaderShape Institute, Cluster Facilitator, May 2013

### **Awards**

Shirley Plakidas New Professional Award, Association of College Unions International (ACUI) Region 12, 2013

President's Meritorious Service Award, Texas A&M University-Commerce, 2013