

KATY WILLIAMS

EDUCATION

Master of Science in Agricultural Leadership, Education, and Communication December 2011
Texas A&M University | College Station, TX
Thesis: The Land Grant Mission & The Cowboy Church: Diffusing University – Community Engagement

Bachelor of Arts in Sociology May 2010
Austin College | Sherman, TX

WORK EXPERIENCE

Assistant Director | Intercultural Engagement & Leadership June 2018 - Present
Texas A&M University - Commerce

- Design, facilitate, and evaluate experiential programs and workshops for student leadership development and community service.
 - Schedule, coordinate, market, recruit, and participants.
 - Manage budgets and program design for Extraordinary Leadership Series, Dare 2 Roar Service Programs, Alternative Spring Break, and Operation Blue & Gold: A Day of Service
 - Collaborate with departments within Student Affairs and Academic Affairs for program delivery
 - Develop opportunities to students online and off-campus
- Create, develop, and maintain access with the community partners to facilitate student engagement
 - Proposed and launched online volunteer management tool, Givepulse, for office, campus, and community
 - Attend community meetings to network and collaborate with stakeholders to identify local needs
 - Connect students, organizations, and offices to volunteer opportunities
- Co-taught Freshman Leadership Class
 - Assisted with delivery of curriculum and facilitated learning via activities and discussion
 - Served on scholarship selection committee for Class of 2023
- Assist with daily management of office
 - Develop, assess, and create reports for annual Institutional Effectiveness Goals
 - Maintain and manage webpage and social media accounts
 - Chaired search committee for Assistant Director
 - Represent office on numerous committees
- Co-supervise student workers
- Advise local and online chapters of National Society of Leadership & Success

Assistant Director | Academic Skills Center February 2016- May 2018
Austin College (Sherman, TX)

- Develop, deliver, and evaluate campus wide academic success workshops, facilitate seasonal events, and create spaces for students to learn and practice academic skill development
 - Collaborate with student life, career services, and athletics on design and implementation
 - Market programs, maintain webpage, and manage social media accounts to reflect events and resources
- Advise at-risk students through self-advocacy, self-management, and navigation of academic issues
 - Identify and refer students to on and off campus support services
 - Collaborate with faculty to address students concerns and monitor academic progress
- Support students in the coordination of access services
 - Advise students and faculty of policies, resources, and navigating classroom accommodations
 - Register students for classroom accommodations and assist with test scheduling

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WORK EXPERIENCE (continued)

- Co-supervise the training and development of 15 peer tutors and 2 student workers.
 - Coach and consult tutors to address specific client needs, facilitate campus wide engagement, and completion of office management.
- Assist with the daily management of the Academic Skills Center
 - Track and capture student participation with academic support services through Colleague, assist with program assessment and components of SACS accreditation
 - Coordinate and monitor compliance of testing services for students with disabilities

Program Director / Program Associate

February 2012- December 2015

Special Olympics Texas – Greater Dallas

- Promoted from Program Associate to Program Director in January 2014
- Managed programming and compliance of organizational policies to 20 counties with approximately 7,000 athletes, 700 coaches, and 1,000+ volunteers
 - Operated with limited budget and program staff, delegated responsibilities to key volunteer staff, and collaborated with development staff to market, promote, and maintain relationships with corporate sponsors, local businesses, civic organizations, and school districts
- Coordinated 19 annual sports competitions, in addition to local events, and program recruitment
 - Scheduling, venue selection, negotiating contracts, volunteer recruitment, delegation, and training, post event assessment, marketing, and compliance
 - Identified, recruited, and maintained participation of K-12 institutions, group homes, adult day habilitation facilities, and related community institutions
 - Processed volunteer applications, athlete enrollment, and event registration
 - Recruited and assigned prospective athletes and volunteers to teams and events
- Facilitated the reconciliation between organizational policies and area goals/needs
 - Collaborated with a volunteer Area Sport Management Team to establish, assess, forecast, and execute program goals for Area Operational Plan
 - Advised volunteers on policies, addressing program needs, event risk management, and conflict management
 - Facilitated local transition into new background check requirements
- Established local community engagement of organizational initiatives and supported engagement efforts with corporate sponsorships
- Managed, established, and maintained relationships with volunteer coaches for over 100 delegations and 25 volunteer staff

Interim Coordinator / Graduate Assistant

August 2010 – February 2012

Office of Provost / Office of Graduate Studies – Texas A&M University

- Facilitated the external academic program review of departments, as required by the Texas Higher Education Coordinating Board (THECB)
- Routinely collaborated with Office of Provost, Offices of Undergraduate and Graduate Studies, Deans, and Department Heads, to communicate and monitor compliance to external review requirements and expectations
- Composed official campus correspondence and post-review documents
- Processed graduate faculty nominations and approval for graduate student committees

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PROFESSIONAL PRESENTATIONS

Williams, K. (2020, March 29- April 1). *The Civically Engaged Professional* [Conference session]. National Association of Student Personnel Administrators Conference, Austin, TX, United States. (Conference canceled).

Williams, K. (2019, October 20-22). *Co-Curricular Conversations: Leading Students to reflect on their out-of-classroom experiences*. Texas Association of College Student Personnel Administrators Conference, San Marcos, TX.

Williams, K. (2019, September 30). *Let's Talk About Service!* Texas A&M University – Commerce Professional Development Day, Commerce, TX.

Williams, K. (2018, October 21-23). *Inspiring Students to Adopt What You Deliver*. Texas Association of College Student Personnel Administration Conference, Houston, TX.

PROFESSIONAL AFFILIATIONS

National Association of Student Personnel Administrators (NASPA), Member	2018-present
<ul style="list-style-type: none">Regional Awards Reviewer & Conference Program Reviewer	
Texas Association of College Student Personnel Administrators (TACUSPA), Member	2018- present
College Reading and Learning Association, Member	2016-2018
<ul style="list-style-type: none">New Professional Mentorship Program, <i>Mentee 2017-2018</i>Conference Program Reviewer	
Texas Association on Higher Education and Disability, Member	2017-2018

CERTIFICATIONS

Gallup Certified Clifton Strengths Coach	2019- 2021
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LEADERSHIP, SERVICE, & RECONGITION

Commerce Leadership Institute, Class of 2020	2020
Court Appointed Special Advocate (CASA) of Hunt County	2019- present
Austin College Athletic Alumni "A" Association, Board Member	2018- present
Austin College Career Readiness Check, Alumna interviewer	2014-2019
National Society of Leadership & Success, <i>Excellence in Service to Students Chapter Award</i>	Fall 2018
Austin College Women's Basketball, Volunteer Assistant Coach	2016-2018
Austin College Athletic Hall of Honor, Inductee	2017
Austin College Alternate Spring Break, Sponsor	2017
Austin College Emergency Fund Auction Committee, Chair	2017-2018
Special Olympics Texas, Volunteer	2017- present
ESC Region 10, Adaptive Sports Volunteer	2014-2017
Southern Methodist University: Education as a Human Right Conference, panelist	March 2015
D3Hoops.com, Women's Basketball, All-American	2010
Austin College, Women's Basketball	2006-2010
Blood Donor	