

Brandy Snyder
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Professional Profile

Eager to equip new students with the skills they need to be successful and make the most out of their college careers.

- Hold Master's Degree in Educational Administration: Student Services Administration/College Student Personnel and Bachelor's Degree in Education: Secondary Education, Social Studies Composite.
- Experienced in housing, advising, orientation, campus activities, student conduct, and First Year Seminar programs.
- Dedicated to assisting students in building a community of support and resources at their home away from home.

Education, Honors, and Certifications

M.S. Education, Educational Administration

Baylor University, Waco, TX. 2004

B.S. Education, Secondary Education, Social Studies Composite

Baylor University, Waco, TX. 2002

Baylor Interdisciplinary Core Graduate

Provisional Certifications

TX State Teacher Certification. 2003

Teacher of the Month Award

La Vega High School, Bellmead, TX (Student Teaching). 2002

Outstanding Advisor Certificate

Sul Ross State University, Alpine, TX. 2014

Key Qualifications

First Generation College Student: I share a similar heritage with SRSU students.

My background in Student Affairs covers housing, learning communities, advising, and orientation.

I have fourteen (14) years of experience working directly with first-year students.

When the First Year Seminar program was housed through the Lobo Den, I coordinated the program, which involved researching topics, organizing course offerings, preparing the common syllabus, training faculty, and gathering data on the First Year Seminar. I have taught FYS at SRSU every fall and a few spring semesters since 2014.

Computer Skills

- **Software:** Microsoft Word, Excel, Powerpoint, Argos, Native BANNER, Self-Service BANNER, AdvisorTrac, ImageNow, Degree Works, College Scheduler, Symplicity Residence
- **Equipment:** SMART Boards, Elmo Document Projector

Employment

Associate Dean of Students—August 2018—to present—Sul Ross State University—Alpine, TX

- Supervise the Campus Activities, Residential Living, Student Health Services, and Counseling & Accessibilities Services Departments.
 - Guide the revision of the facilities reservation policy.
 - Assist in restructuring Residential Living staffing structure and policy revisions.
 - Lead deferred maintenance planning for Res Life.
 - Contribute to conversations and planning related to our outsourced health clinic and associated contract.
 - Support the integration of HIPAA-secured online counseling options.
- Update and maintain the student conduct process at Sul Ross State University.
 - Conduct violation hearings for non-residential students.
 - Conduct high-level violation hearings for residential students.
 - Serve as appellate level for residential hearings.
 - Ensure the appeals process is followed within Student Life and/or by the Appeals Hearing Committee as appropriate.
- Partner with University Department of Public Safety in planning and protocols in relation to students and facilities.
- Initiate and lead Behavioral Intervention Team (BIT) meetings.
- Submit Clery Report in conjunction with UDPS and the Vice President of SRSU Middle Rio Grande Campuses.
- Mentor Student Government Association executive members.
- Support the Freshmen Leadership Program
- Prepare and lead Student Life Trainings.
- Maintain data for SACS and the Strategic Plan.
- Partner with Alumni Affairs for Homecoming and Family Day planning.

Director of the Lobo Den—February 2017—July 2018—Sul Ross State University—Alpine, TX

- Mentor newly created position of “Director of New Student Programs” with Lobo Days orientation program
- Organize advising component of Sully’s Orientation, Advising, and Registration (SOAR) Days: communicating with faculty advisors, preparing schedules in advance, communicating/updating holds, ensuring transitions are appropriate, and ensuring an integration of these plans with other components of SOAR event.
- Advise first-year students, students with TSI holds, students with undeclared majors, and students who were admitted on probation
- Assist students with schedule changes and other course-related concerns
- Guide students in resolution to concerns
- Assist students in completing Financial Aid Appeal paperwork
- Research ways to help students avoid roadblocks in pursuit of their degrees
- Organize and run the Early Intervention program
- Coordinate First Year Seminar program and teach FYS Courses
- Train FYS faculty and gather student and faculty satisfaction data
- Represent the Lobo Den on university committees

Associate Director of the Lobo Den, Orientation Director—January 2015-February 2017—Sul Ross State University—Alpine, TX

- Supervise Lobo Days orientation program: interview, train, and hire Pack Leaders and Den Leaders; ensure scheduling of vendors, rooms, and supplies; mentor Retention Specialist with Lobo Days responsibilities
- Assist Lobo Den staff in organizing and implementing Sully’s Orientation,

- Advising, and Registration (SOAR) Days
- Advise first-year students, students with TSI holds, students with undeclared majors, and students who were admitted on probation
- Assist students with schedule changes and other course-related concerns
- Guide students in resolution to concerns
- Assist students in completing Financial Aid Appeal paperwork
- Research ways to help students avoid roadblocks in pursuit of their degrees
- Organize and run the Early Intervention program
- Interim supervisor of office staff
- Teach First Year Seminar Courses
- Represent the Lobo Den on university committees

Associate Director of the Lobo Den, Learning Community Coordinator, Orientation Director—October 2011-January 2015—Sul Ross State University—Alpine, TX

- Coordinate, plan, research, and implement First Year Seminar courses
- Train FYS faculty and gather student and faculty satisfaction data
- Supervise Lobo Days orientation program: interview, train, and hire Pack Leaders and Den Leaders; ensure scheduling of vendors, rooms, and supplies; mentor Retention Specialist with Lobo Days responsibilities
- Assist Lobo Den staff in organizing and implementing Sully's Orientation, Advising, and Registration (SOAR) Days
- Advise first-year students, students with TSI holds, students with undeclared majors, and students who were admitted on probation
- Assist students in completing Financial Aid Appeal paperwork
- Research ways to help students avoid roadblocks in pursuit of their degrees
- Interim supervisor of office staff
- Held position of Vice-Chair of Staff Council
- Represent the Lobo Den on university committees

Director of Residential Living—April 2010-September 2011—Sul Ross State University—Alpine, TX

- Administer on-campus housing needs at SRSU via: residence halls, efficiency apartments, and family housing units
- Supervise 21 student employees, an Asst. Director, and an Administrative Assistant
- Process housing application and determine assignments
- Propose overflow solutions
- Recommend improvements to facilities, programming, and structure of department
- Select, supervise, and train staff
- Enforce housing policies and administer discipline sanctions
- Update applications and website
- Recognize student needs and propose solutions
- Administer processes via Banner
- Fulfill night and weekend duty requirements
- Serve on university committees

Part-time Advisor—December 2009-April 2010—San Jacinto CC South—Houston, TX

- Assist students with degree plans, transfer credits, etc.
- Manipulate Banner program for registration

Substitute Teacher—November 2008-April 2010—Robinson ISD and Dayton ISD

Assistant Director, Hall Director, Graduate Assistant, Residential Assistant—August 1999-August 2004—Baylor University—Waco, TX

- Organized Faculty Partner program
- Worked on the committee for planning and organizing the functioning of the North Village Living & Learning Center
- Partnered with campus faculty to integrate into the campus living environments
- Organized academically involved activities with on-campus students
- Designated roommate matches and assignments
- Counseled students with personal, spiritual, and academic concerns
- Mediated roommate conflicts
- Equipped a staff of students (6-28), a resident chaplain, and an asst. direct
- Organized protocol for scheduling, disciplinary action, and maintenance requests
- Designed work schedules for 6, 15, and 28 students
- Partnered with campus faculty to assist students in choosing a living environment that would contribute to their learning experience
- Selected and served on a committee concerned with a grant-supported research project on Living & Learning Centers
- Organized protocol of three buildings to work as one
- Organized a check-in process for 600 students
- Taught a computer key program to student staff

Training Positions

- **Degree Works**, 2017
- **First Year Seminar**, 2013, 2014, 2015, 2016, 2017
- **Pack Leader**, 2012, 2013, 2014, 2015, 2016
- **College Scheduler**, 2012, 2013, 2014, 2015, 2016
- **AdvisorTrac**, 2012
- **OrgSync**, 2012
QEP Committee Presentation, SRSU
- **SMART Board**, 2011, 2012
- **Residential Assistant**, 2010

Committees

- **Enrollment Management**
- **Mentoring**
- **Advising**
- **Title V Learning Communities**
- **Quality Enhancement Program (QEP)**
- **Instructional Technology**
- **Student Life Division**
- **Orientation**
- **Retention**
- **Developmental Education**
- **First Year Seminar**
- **Academic Integrity**
- **Facilities**

Conferences

- **Gehring Academy**, Association of Student Conduct Administrators (ASCA), 2019
Indianapolis, IN

- **Student Affairs Administrators in Higher Education (NASPA)**, 2017
San Antonio, TX
- **National Association of Collegiate Academic Advisors (NACADA) National Conference**, 2015
Las Vegas, NV
- **National Association of Collegiate Academic Advisors (NACADA) Regional Conference**, 2014
St. Louis, MO
- **Ellucian**, 2013
Philadelphia, PA
- **Noel-Levitz**, 2012, 2013
Chicago, IL; New Orleans, LA
- **First Year Experience (FYE)**, 2011, 2012, 2013
Atlanta, GA; San Antonio, TX; Orlando, FL
- **First Year Experience Institute**, 2012
Columbia, SC
- **Orientation Professionals Institute (NODA)**, 2012 Las Vegas, NV
- **National Orientation Director's Association (NODA)**, 2011, 2012, 2015
New Orleans, LA; Las Vegas, NV; Denver, CO
- **Association of College and University Housing Officers—International (ACUHO-I)**, 2003
Montreal, Quebec, Canada

Professional Affiliations

Association of Student Conduct Administrators
(ASCA)

National Orientation Director's Association (NODA)

National Academic Advisors Association (NACADA)