

September 10, 2014

University of Louisiana at Lafayette
Dean of Students
PO Box 43970
Lafayette, LA 70504

To Whom It May Concern:

Please accept this letter and enclosed resume as my application for the position of Dean of Students at the University of Louisiana at Lafayette. After reviewing the job announcement, I believe my education and experience correspond with this position and your organization. As you will note on the enclosed resume, I have earned a Master of Education degree with emphasis in higher education administration and a Bachelor of Arts degree in History and Secondary Education.

My experience with meeting the needs of students began during my undergraduate studies at Loyola University where I served in a variety of leadership positions. I built upon this foundation as a graduate student at the University of New Orleans by focusing my educational pursuits on the theoretical frameworks that assist educators in understanding how students develop and engage in the learning process. In my positions as Director, Associate Dean and currently as Interim Vice President of Student Affairs, I strive to remain updated in our field of educating college students through my involvements in professional organizations, as well as, my continuous review of journals, publications and research studies. I believe that my commitment to education will serve me well in the Dean of Students position.

As Interim Vice President, I lead and supervise all aspects of the Division of Student Affairs including the Center for Student Involvement, Fraternity and Sorority Life, Campus Services, the Department of Housing and Residence Life, Orientation, Learning Communities, Campus Ministry and Student Conduct. During my time in this position I have worked with our team to increase overall student satisfaction and success on our campus. Some of my accomplishments over the last 4 years:

- Created the First Year Common Reading Project
- Successfully created and implemented Living Learning Communities for our first year students
- Developed Faculty Associates Program in our residence halls to engage faculty and students outside of the classroom
- Core member of Cohesive Undergraduate Experience Committee which developed the LEAP course (Learning; Engagement & Awareness; Personal Growth) Freshmen Seminar Experience
- Increased Assessment initiatives by developing a Student Affairs Mission, Goals, Learning Outcomes utilizing StudentVoice
- Title IX, Clery and VAWA compliance, including the creation of a Sexual Assault Response Team and education plan to increase awareness of policies and resources

Over the last seventeen years, my experiences and leadership have afforded me the opportunity to challenge myself as the Assistant Director of Newcomb Student Programs, Director of Newcomb Student Programs and presently as the Interim Vice President of Student Affairs at Spring Hill College. This progressive increase in responsibilities and duties has allowed me to develop effective administrative skills,

the ability to collaborate across departments and a proven record as a spirited leader that finds solutions.

I believe my experiences have provided me with a variety of learning opportunities that would allow me to successfully fulfill the duties and responsibilities of the Dean of Students position. I would appreciate the opportunity to discuss how my experience would benefit the University of Louisiana at Lafayette team.

Sincerely,

Margaret M. Perez

Margarita M. Perez

EDUCATION

University of New Orleans, New Orleans, LA
Master of Education
Higher Education Administration
December 2002

Loyola University, New Orleans, LA
Bachelor of Arts
History and Secondary Education
July 1997

PROFESSIONAL EXPERIENCE

WORK EXPERIENCE

Interim Vice President for Student Affairs, May 2014 – Present
Spring Hill College, Mobile, Alabama

Provides overall direction, leadership, and supervision for Division of Student Affairs Directors and executive assistant on all budgetary, programmatic, and personnel matters.

- Serves as a member of the President's Cabinet and advises the President, particularly on matters affecting campus life and the co-curricular experience.
- Develops, with department directors, annual goals and objectives linked to the College's Strategic Plan.
- Develops, with department directors, policies and procedures that will ensure the smooth and effective operation of the Division and its programs.
- Monitors budgeting and prepares, with directors, future budgets for all departments under Division of Student Affairs.
- Assists departmental directors in evaluating performance of staff. Supervises selection and release of professional staff.
- Maintains close ties to student leaders – especially to the Student Government Association, the Campus Programming Board, the Greek Council, and the Multicultural Student Union – in order to assess the campus environment and to assure appropriate co-curricular and extra-curricular activities and opportunities for all students.
- Serves as chief student conduct officer for the College in student-related matters and oversees the functioning of the student conduct system.
- Facilitates professional staff development opportunities for Division personnel.
- Insures the maintenance of all appropriate residential, disciplinary, and Wellness Center records.

- Reviews, revises, and publishes Division publications, including the *Student Handbook*.
- Maintains appropriate knowledge of and involvement with professional organizations and current publications in the Student Affairs field.
- Develops, publishes and implements procedures for Title IX compliance, Clery and VAWA.
- Facilitates appropriate assessment of Student Affairs programs through data collection and analysis.

Assistant Vice President for Student Affairs, January 2012 – Present
Spring Hill College, Mobile, Alabama

Serve as a senior level administrator to provide leadership and vision in all Division of Student Affairs initiatives and programs to maximize student learning and student success.

- Manage and supervise Department of Housing and Residence Life, Campus Services, Center for Student Involvement and Fraternity and Sorority Life
- Collaborate with the Student Academic Services and specific LEAP faculty members for the implementation of LEAP, the first year student transitional course, with particular emphasis on providing certain programming opportunities by the division of Student Affairs.
- Lead the division's assessment efforts, coordinating with the institutional assessment plan and adhering to best practices and SACS requirements. Tracks, communicates, and recommends changes based on assessment results.
- Serve as a member of the College Budget Advisory Council
- Through supervision of the Office of Student Involvement and in collaboration with various other offices/student organizations, work to ensure a variety of campus-wide programming that complement the mission of the College.
- Work with the College Public Relations office to ensure quality and timely publications.
- Take a leadership role in helping to expand the quantity and quality of educational and multicultural programming throughout the division.
- Work with the Vice President for Student Affairs/Dean of Students to develop campus-wide policies and procedures, affecting areas of responsibility. Updates and publishes policies and procedures, as needed.
- Create and implement programs to create seamless learning environment between curricular and co-curricular opportunities
- Develop strategies to increase retention and success of students
- Oversee the Student Conduct and Community Accountability process
- Effectively monitored all budgetary matters under areas of direct responsibility
- Participated in professional collaborations and interfaced with other departments and Divisions within the College
- Represent Student Affairs on various committees and at campus functions as requested by the Vice President for Student Affairs/Dean of Students
- Assist the Vice President for Student Affairs in building a divisional mission/vision with intended outcomes, setting goals and objectives based on those outcomes, and continually assessing the efforts of the division.
- Supervise support staff members and other divisional staff members as delegated by the Vice President for Student Affairs/Dean of Students.
- Serve as liaison to the Office of Admissions. Assist with readmits, transfers, scholarship interviews and visit days.

- With the Office of Admissions, establishes effective communications with incoming students and their parents. Coordinates the flow of new student paperwork and correspondence for the various Student Affairs offices.

Associate Dean of Students, August 2006 – December 2011

Spring Hill College, Mobile, Alabama

Serve as a senior level administrator to provide leadership and vision in all Division of Student Affairs initiatives and programs to maximize student learning and student success.

- Planned and implemented the Preview Orientation program
- Coordinated First-year student programming and retention initiatives including Common Reading Project and Learning Communities
- Served as liaison between Academic Affairs and Student Affairs
- Served as a core member of the Cohesive Undergraduate Experience which directs the Freshmen Seminar course and the new LEAP Experience
- Managed and supervised Department of Housing and Residence Life, Campus Services, Center for Student Involvement and Fraternity and Sorority Life
- Assisted with implementation of crisis response management within the division and on campus, including hurricane preparedness plan
- Developed appropriate methods for the implementation of assessment and outcome measures within the Division of Student Affairs
- Effectively monitored all budgetary matters under areas of direct responsibility
- Participated in professional collaborations and interfaced with other departments and Divisions within the College
- Work with the Director of Public Safety to provide appropriate statistics for the yearly campus Crime Report.
- Provide guidance and direction for the Student Government Association (SGA) as a co-advisor with the Vice President for Student Affairs.
- Demonstrated leadership in the operations and strategic planning of the Division and College

Director, Newcomb Student Programs, June 2004 – July 2006

Newcomb College of Tulane University, New Orleans, Louisiana

Responsibility included overall operations of the Office of Newcomb Student Programs. Provided direction and support in working to enhance the educational experiences of the Newcomb students.

- Managed all financial operations including purchasing, budgets, and payroll
- Supervised professional staff member and several student workers
- Advised and supported Newcomb student organizations
- Promoted and facilitated opportunities to collaborate on programs with departments within Newcomb College and Tulane University
- Provided oversight in the planning and implementation of all activities and programs sponsored by the Office of Newcomb Student Programs
- Worked closely with other Newcomb College units to coordinate the Intensive Newcomb program
- Collaborated with the Division of Student Affairs concerning Orientation and campus programming
- Represented the Office of Newcomb Student Programs to other campus and external communities
- Developed and designed co-curricular programs which complement academic programs in the liberal arts and sciences

- Created and maintained collegial relationships with LAS faculty, particularly Newcomb Fellows
- Promoted and facilitated faculty involvement in Newcomb College programs and opportunities

Assistant Director, Newcomb Student Programs, December 1999 – May 2004
Newcomb College of Tulane University, New Orleans, Louisiana

Developed and initiated co-curricular programs which promoted student leadership development and involved students in the college.

- Provided ongoing training to individuals and student organizations
- Advised students on university policies and procedures
- Advised students on planning, implementation, and follow through of programs
- Educated students regarding various leadership styles and frameworks
- Directed leadership development initiatives including the Newcomb Leadership Conference
- Coordinated the overall development and implementation of first year programs including orientation
- Built connections between curricular and co-curricular activities
- Developed and implemented programs responsive to students' needs
- Assisted with financial responsibilities of the office
- Assisted in the implementation of College recognition programs

Area Coordinator, Residential Life, August 1997 – December 1999
Southeastern Louisiana University, Hammond, Louisiana

Responsible for the management and supervision of residence halls housing 700 freshmen women, 250 sorority women, and 250 men and women in the honors program.

- Provided opportunities for enhancement and growth of resident students through hall and departmental programming
- Involved and engaged faculty in residence hall programming through *Partners In Education* program
- Assisted with the selection, recruitment, training, and supervision of all resident assistants
- Advised resident assistants with planning, implementation and assessments of programs and activities
- Assisted and educated residents assistants with peer counseling and crisis management skills
- Coordinated staff development and community building activities
- Served as judicial officer for the department with an emphasis on education and development
- Provided on-call emergency assistance for all residents

GRANT FUNDED PROGRAM

Coordinator, Teen Institute, Summer 1999
Student Affairs Program Development and Evaluation
Southeastern Louisiana University, Hammond, Louisiana

Responsible for the development and implementation of a week-long substance abuse prevention program to empower 120 high school students to resist alcohol, tobacco, and other drugs.

- Managed \$40,000 grant for summer program
- Worked with the State of Louisiana Council on Tobacco and Alcohol to adhere to the guidelines of the grant

- Created all special interest, recreational, and educational activities
- Developed and facilitated leadership activities
- Advised and supported 20 student and faculty facilitators
- Created and developed all publications and materials
- Promoted program to all high schools in the district
- Organized all housing and campus needs for program
- Completed payroll, maintained budget and handled all professional contracts

PROFESSIONAL INVOLVEMENTS & AFFILIATIONS

National Association of Campus Activities

National Orientation Directors Association

National Association of Student Personnel Administrators

Association of Student Conduct Administrators

Association of College and Housing Officers International

AWARDS AND HONORS

Southeastern Louisiana University Residence Life Service Award, 1999

Newcomb College Josephine Louise Faculty/Staff Award for Service to the College, 2000-2001

National Association of Campus Activities Volunteer Award, 2004

Spring Hill College William J. Rewak, S.J. Service Award, 2011