

BARBARA J. RICHARDSON

EDUCATION

Miami University, Master of Science, College Student Personnel, Oxford, OH 2001
Advisor: Marcia Baxter-Magolda

Colorado College, Bachelor of Arts, History, Colorado Springs, CO 1997

TEACHING EXPERIENCE

Colorado State University (CSU) Fort Collins, CO
Co-Instructor for EDHE 662: Trends, Issues, and Assessment in Higher Education Fall 2014 – present

- Co-teach semester-long course residually (approximately 20 students) and online (approximately 25 students) through Canvas including developing syllabus and evaluating graduate level students
- Collaborated with The Institute for Teaching and Learning (TILT) for primary online course development
- Covered topics such as learning outcomes, assessment result presentation, the National Survey on Student Engagement (NSSE), The Freshman Survey, accreditation, and examples of assessment at CSU including Beacon/Taking Stock, Key Communities, CSU Health Network assessment, and Student Success Initiatives
- Incorporated feedback from students each semester to improve the course utilizing course specific assessments, TILT assessments, and CSU course evaluations

Co-Instructor/Instructor for EDHE 590: Career Services Workshop Spring Semesters 2008, 2010, 2012, 2014
Fall Semester 107

- ♦ Teach 8 week graduate level seminar course on working in university career centers
- ♦ Develop syllabus and assignments; grade four assignments on personal career development, reflection of shadowing experience, job search portfolio and personal career philosophy
- ♦ Facilitated discussions on history of career centers, career development theory, career counseling skills, job searching strategies, and application of course material to students' lives

Distance Section Coordinator for BUS60A: Career Management May 2011 – August 2012

- ♦ Managed a section of 35-40 students enrolled in the Distance MBA program
- ♦ Communicated regularly with students through online course management system, RamCT, ensuring engagement in program
- ♦ Graded assignments within a week of submission including personal marketing plan and job search materials
- ♦ Answered email and questions within 24 hours to support student success

Co-Instructor/Instructor for IU 280: Academic and Career Decision Making Fall Semesters 2009, 2012

- ♦ Taught a semester-long course to 15-20 students in the Key Plus Learning Community
- ♦ Created syllabus and moderated class discussions on decision making strategies, self-exploration including career assessments, major and career exploration, job search skills, and analyzing current workplace trends
- ♦ Utilized online course management system, RamCT, to share readings and grades

University of Vermont (UVM) Burlington, VT
Instructor August 2002 – August 2003

- ♦ Taught service-learning internship field studies course for 15 – 25 students each semester
- ♦ Advised students on development and choice of internships; evaluated students based on service-learning field study paper, which promoted reflective and critical thinking skills
- ♦ Communicated with and acted as resource for internship supervisors
- ♦ Solicited, evaluated and selected scholarship recipient from course to receive the Fishman Memorial Fund; communicated with donor regarding recipient

Miami University
Teaching Associate

Oxford, OH
July 2000 – December 2000

- ◆ Assisted in teaching “Group Interventions in College Student Personnel,” a graduate-level class on group interactions and dynamics
- ◆ Served as a resource for instructor for syllabus development and evaluating assignments
- ◆ Co-taught and facilitated weekly class sessions on topics including theoretical understanding of development and functioning of groups and communities, significance of effective group functioning for leading and managing in higher education, and understanding of personal style of leadership

PROFESSIONAL EXPERIENCE

Career Center, Colorado State University

Fort Collins, CO
August 2013 – present

Associate Director of Assessment and Strategic Initiatives

Lead assessment efforts for department including providing direction on the First Destination Survey and Results for the university. Increased “knowledge rate” of graduates’ plans after graduation by 21 percentage points to 79% by incorporating new ways to gather information.

- Develop strategic assessment plan for department including development and evaluation of learning outcomes, consistent event evaluations, and reporting plan
- Coordinate and collaborate with Institutional Research (IR) on evaluation and presentation of First Destination Results
- Present First Destination Results to a variety of audiences including the President’s Cabinet and an open forum to the university community
- Support partnership between IR, Creative Services, Admissions, and Alumni to use First Destination data university-wide resulting in publication of data in at least 5 publications to external audiences
- Facilitate data collection for First Destination Results by communicating regularly with all 8 colleges and graduate school and provide general oversight and support through the data collection process
- Communicate regularly with Registrar office to create a RamWeb alert to encourage graduating students to complete the First Destination survey
- Consult with Career Center teams in order to develop specific assessments for each area
- Oversee gathering and reporting of statistics for Career Center services including counseling/career education statistics for 19 staff members and statistics for approximately 40 events and workshops
- Create reports (approximately 25 each year) based upon event evaluations for each event the Career Center hosts
- Coordinate with Career Center Liaisons and career partners in all 8 colleges to collect data for newly re-created Internship Survey; increased responses from 130 from previous surveys to over 1,000
- Provide information on employment and graduate school outcomes to IR for inclusion in national publications such as Princeton Review and Petersons
- Recruit and coordinate Career Center Student Advisory Board in conjunction with Director
- Supervise Student Affairs in Higher Education graduate assistant including hiring and evaluating
- Serve as primary point of contact for office for Campus Labs for survey development and annual reporting for Division of Student Affairs
- Successfully complete training for Human Research Protection and receive Institutional Review Board approval to administer the NASPA Consortium Career and Professional Aspirations Study
- Serve on the division-wide Assessment and Research Steering Committee

Assistant Director/Liaison, Warner College of Natural Resources (WCNR)

June 2007 – August 2013

Provided career counseling appointments and workshops, primarily to WCNR students and alumni. Counseled approximately 650 clients, including students, graduate students, and alumni, in approximately 800 sessions per year on career-related issues especially within the natural resources/environmental fields. Additional responsibilities in reporting and assessment.

- ◆ Selected to assist leadership team with assessment initiatives
- ◆ Spearheaded process for gathering graduation data for two years including communicating protocol and needs to Career Center liaisons as well as Associate Deans

- ♦ Led communication with Campus Labs for survey development and consolidation of eight graduation surveys into one
- ♦ Gathered and analyzed employment and graduate school statistics of WCNR graduates each semester
- ♦ Collaborated with Associate Dean for Academic Affairs and Director of Undergraduate Programs in WCNR to strategically develop student engagement plan to promote student retention and success
- ♦ Represented the Career Center on the Division of Student Affairs Assessment and Research Steering Committee
- ♦ Wrote draft protocol for new campus-wide graduation survey process in conjunction with IR
- ♦ Analyzed and wrote report on Counseling Team's statistics using check-in data and clearly presenting information on usage and outcomes
- ♦ Supervised the Student Affairs in Higher Education graduate assistant for the Career Center and the WCNR Student Engagement graduate assistant
- ♦ Led efforts to promote federal employment opportunities to Colorado State University students including chairing annual FedConnect event attended by 150 - 200 students each year
- ♦ Co-coordinated annual Natural Resources and Agricultural Sciences Career Fair, consisting of 90-150 employers and over 700 attendees; collaborated with College of Agricultural Sciences liaison and Horticulture and Landscape Architecture department
- ♦ Co-advised the WCNR College Council in activities such as advising the Dean, Ram Welcome, NR Days, service opportunities and the WCNR Networking Dinner
- ♦ Communicated and collaborated with natural resources faculty to promote students' career success
- ♦ Served on the Martin Luther King, Jr., Day Celebration committee to plan speaker, march, and essay contest

Career Services, University of Vermont (UVM)

Burlington, VT

Alumni Career Programs Coordinator

August 2005 – June 2007

- ♦ Managed on-line network, UVM Career Connection, of 2000+ UVM alumni, parent and friend volunteers who provided career advice, information, and relocation assistance to alumni and students
- ♦ Oversaw alumni advisory board that assisted in developing, shaping and promoting the UVM Career Connection
- ♦ Coordinated four annual Career Networking Events in conjunction with the New York, Boston, D.C. and Vermont Regional Alumni Boards; facilitated alumni planning committees for each networking event
- ♦ Recruited 30 – 40 alumni to serve as networkers and panelists for each event
- ♦ Supervised and trained graduate interns from Higher Education and Student Affairs program
- ♦ Developed diversity (LGBTQ and ALANA) career resources for web site to encourage success of all students
- ♦ Promoted to position during office reorganization

Career Counselor

June 2001 – July 2005

- ♦ Counseled and assisted individual clients and facilitated workshops on broad range of career areas
- ♦ Supervised Graduate Assistant, who coordinated paraprofessional program, and graduate-level interns
- ♦ Planned and taught supplemental career counseling training program, "Practicum Lunch," for interns
- ♦ Served as liaison to the College of Education and Social Services, providing specialized services to students, alumni and faculty; communicated and collaborated with faculty to identify student needs
- ♦ Organized and facilitated education and social services panels; planned first UVM Education Career Fair
- ♦ Created and wrote *Teacher Candidate Job Search Handbook* for education students

PRESENTATIONS

Richardson, B., Emmer, K., & Podany, J. (2016, December) No Walls or Fences: Innovating to Create Career Communities. Presentation at the 2016 Annual Conference of the Mountain-Pacific Association of Colleges and Employers in Denver, CO.

Coble, B., Glavin, K., **Richardson, B.**, Ross, L., Sherman, L., & Welch, R. (2014, November) Career Research and Analytics. Panel presentation at the 2014 Fall Session of the Collegiate Career Services Association of Colorado and Wyoming in Boulder, CO.

Makela, J. P., Rooney, G. S., Schlesinger, J., **Richardson, B.**, & Jaunarajs, I. (2014, June). *Charting a new path: Assessment and research in practice*. Panel presentation at the 2014 National Career Development Association Global Conference in Long Beach, CA. (Unable to attend due to pregnancy.)

Brobst, J., Crocket, B., **Richardson, B.** (2013, June). *Helping Student Athletes Go Pro in Something Besides Sports*. Presentation at the 2013 National Career Development Association Global Conference in Boston, MA. (Unable to attend due to maternity leave.)

Richardson, B. *Assessment in Career Counseling*. (2012, November) Facilitated group breakout session at the Collegiate Career Services Association of Colorado and Wyoming in Fort Collins, CO.

Richardson, B. (2010). *Federal Application Processes*. Invited presenter at University of Northern Colorado Career Center Professional Development Session.

PROFESSIONAL ASSOCIATION AND VOLUNTEER EXPERIENCE

American College Personnel Association (ACPA), <u>Member</u>	2000 – 2007, 2010 – present
Gamma Phi Beta Fort Collins Alumnae Chapter, <u>Member</u>	2007 – present
Gamma Phi Beta Tau House Corporation Board, <u>Member</u>	2015 – present
Gamma Phi Beta Tau (Colorado State University) Chapter, <u>Chapter Advisor</u>	2008 – 2011
Gamma Phi Beta Green Mountain Crescent Circle, <u>Philanthropy Chair</u>	2002 – 2007

SELECTED PROFESSIONAL DEVELOPMENT AND TRAINING

NASPA Annual Conference	2017
Mountain-Pacific Association of Colleges and Employers Annual Conference	2016
ACPA Annual Convention	2001 – 2007, 2011 – 2012, 2016
Academic Impressions Outcomes Based Assessment for Career Services Conference	2011
StrengthsQuest Educator Training	2011
Strong Interest Inventory Certified Practitioner	2011
Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS) Annual Conference	2008
Myers-Briggs Type Indicator (MBTI) Qualified Practitioner	2002