

Jennifer L. Skinner

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EDUCATION: B.S., The University of Texas at Tyler, 2005

- Major: Journalism
- Minor: Sociology

M.A., The University of Texas at Tyler, 2011

- Communications

Ed.D., Texas A&M – Commerce, In Progress

- Higher Education Leadership

HIGHER EDUCATION EXPERIENCE:

Assistant Director for Activities & Organizations, June 2014-Present

The University of North Texas at Dallas, Dallas, TX

- Work with outside agencies and vendors to negotiate various performances
- Creatively promotes and advertises both on/off campus events for students to participate.
- Assist students, faculty, and staff in planning and coordinating various on campus activities and functions.
- Plan programs and promotes events on campus which encourage multicultural awareness and appreciation.
- Develop, organize, and facilitate the diversity component of new student orientation programs in the fall and spring semester in collaboration with the Office of New Student Programs.
- Serve as chair of the University's multicultural programming committee, Mosaic Committee, which is composed of Faculty, Staff and Students.
- Advise Student Government Association including training, development and programming for student body
- Collaborate with on campus departments for programs
- Work with University Office of Risk Management to ensure all safety regulations are followed by meeting compliance standards.
- Coordinate the University recognition and renewal period for all student organizations and groups.
- Maintain and update Student Organization Handbook to ensure all policies and procedures are relevant and compliant with Federal, State, University, etc., regulations.
- Meet with both the University appointed Student Organizations Committee and the Student Organizations Advisory Board.
- Train all recognized student organizations on risk management as pursuant to Texas Senate Bill 1138.
- Create and program various trainings to develop student organization membership and leadership.
- Work with all National Greek organizations to successfully colonize on the UNT Dallas campus.
- Regularly meet with Greek Advisors and Leadership to ensure all Greek organizations are following University procedures and maintaining safety standards.
- Develop and maintain educational workshops for Greek student focusing on leadership, chapter development, wellness programs, community services initiatives, and membership recruitment.
- Oversee the Student Government Association's distribution of organizational funding program, Jagger's Den.
- Serve as Case Manager for CARE Team (Crisis Intervention Team)
- Serve on and chair numerous hiring committees
- Title IX Investigator Trained

Assistant Director

University Center Operations & Student Engagement, November 2013-Present

The University of Texas at Tyler, Tyler, Texas

- Coordinator for the University Center and Campus Activities.
- Provide leadership and direction for student involvement.
- Assist the University Center customers with the coordination of events in the University Center, including reservation of spaces and coordination of essential functions including technology, custodial services, and campus security.
- Assist in the coordination of University Center marketing promotions and events.
- Manage over 20 University Center employees and graduate assistants.
- Responsible for parent and family programs, including but not limited to monthly e-letters, bi-annual newsletters, finals care packages, Patriot Parent Association and parent and family events.
- Manage full time Campus Activities & Greek Life Coordinator
- Manage University Center and Campus Activities budget, which includes Union programming, Game Room, Employee wages, Campus Activities Board, festivals, travel and Union maintenance in accordance with institutional policies and procedures.

Student Development Specialist II

Campus Activities Coordinator, September 2008-October 2013

The University of Texas at Tyler, Tyler, Texas

- Act as the advisor for the Campus Activities Board, including providing leadership and training to the organization officers and general membership, assisting with the coordination and planning of all organization events, planning retreats, coordinating travel, and supervising the contracting of entertainment.
- Coordinate all festival weeks from planning and logistics to implementation with student committees (i.e. Welcome Week, Homecoming, etc.).
- Manage Campus Activities budget, which included CAB, festivals, travel and game room in accordance with institutional policies and procedures.
- Help develop late night and weekend programming that enhances the overall mission of the University Center and The University of Texas at Tyler.
- Develop and coordinate all multicultural and diversity events.
- Responsible for the coordination of collaborative campus programming with campus departments and student organizations.
- Manage advertising and promotion of all Campus Activities programs.
- Present at Orientation sessions on behalf of department.
- Travel with students to programming conferences, professional sporting events and theme parks.

Adjunct Journalism Faculty Member

August 2011-2014

The University of Texas at Tyler, Tyler, Texas

- Courses Taught:
 - JOUR 2307: Mass Media & Society
 - JOUR 3385: History of Mass Media
 - SPCM 3321: Business & Professional Speaking
 - SPCM 1315: Fundamentals of Speech

Assistant to the Director of Alumni

December 2007-September 2008

The University of Texas at Tyler, Tyler, Texas

- Supported Director with Alumni Association Events.
- Enrolled new members and renew previous members.

- Assisted in University Advancement Events
- Promoted Alumni Association at various events around Tyler.
- Managed billing accounts for Alumni Association.
- Coordinated event set-up and decorations for Alumni events.
- Assisted with Graduation.
- Responsible for maintaining and updating Alumni Association website.
- Designed and created all promotional items for Association.

Director of Student Activities

June 2006-November 2007

Northwood University, Cedar Hill, Texas

- Helped coordinate New Student Orientation.
- Coordinated all traditional events held on campus, including but not limited to: Welcome Week, Homecoming and Founder's Day.
- Involved in teaching new freshman in a Northwood 101 class.
- Managed budget for activities department, including multiple cost centers.
- Advised numerous organizations and Greek Life.
- Supervised student workers, including all hiring for the Student Activities Center
- Coordinated the furnishing and establishment of the new Student Activities Center.
- Building Manager for Student Activities Center.
- Planned and implemented all student activities held on campus.
- Coordinated annual fundraising event to supplement budget.

PRESENTATIONS:

- Marketing Your Way, APCA Regional Conference, November 2012
- Generation Next, Student Affairs Staff Retreat, July 2012
- Generation Next, Residence Life Resident Assistant Training, August 2013
- Social Media: Using it wisely, APCA Regional Conference, November 2013
- Generation Next, Advisor Keynote, APCA South Central Regional Conference, November 2014
- Crisis, Trauma & Resiliency: Holistic Retention & Student Success on a Non-Traditional Campus, NASPA National Annual Conference, March 2015
- Life in the Balance: Work Hard, Play Harder, APCA Student Life Advisor's Institute, June 2015

MEMBERSHIPS, PROFESSIONAL DEVELOPMENT & AWARDS:

- Member of Association for the Promotion of Campus Activities (APCA), 2006-Present
- Chair, University Staff Advisory Council 2013-2014
- University of Texas System Employee Advisory Council, 2012-2014
- Co-Chair of 40th Anniversary Committee, UT Tyler, 2010-2012
- Loaned Executive, United Way, 2011-2012
- APCA National Student Life Advisor's Institute Certification, 2012
- Junior League of Tyler, 2013-2014
- East Texas CARES, Volunteer, 2010-2014
- Outstanding Student Organization Advisor Award, 2012-2013
- Advisor of the Year, 2013, APCA, South Central Region
- APCA South Central Regional Area Coordinator, March 2015-Present
- New Professional Track Chair, APCA Student Life Advisor's Institute, June 2015