

SHELBY DANCE

EDUCATION

Master of Science in Education Anticipated May 2018
Higher Education and Student Affairs
Indiana University Bloomington

Bachelor of Arts in English May 2016
Concentration: Public and Professional Writing
Certificate: Higher Education and Student Affairs
Minor: History
Indiana University Bloomington

HIGHER EDUCATION EXPERIENCE

Academic and Career Development
Student Success Advisor

Indiana University Purdue University Indianapolis
June 2016 – Present

- Advise 100+ undergraduate first and second year students during orientation, in first year seminars, and throughout the semester in order for students to create an academic plan and increase student retention and graduation rates
- Collaborate within academic and career advising team to develop special programming and resources to meet unique needs and encourage students to transition into their degree-granting schools
- Provide academic support to at-risk students through the STAR mentoring program designed for reinstated and probationary students
- Co-instruct 3 first year seminars during the fall semesters as part of an instructional team to support and initiate first year students to the campus and their program of study
- Use advising technology programs such as AdRx, OnBase, EAB Student Success Collaborative, and SARS Grid

Leadership Development and Civic Engagement
Practicum Student & Trip Advisor

Indiana University Purdue University Indianapolis
January 2017-present

- Advise undergraduate Alternative Break Scholarship program leaders to successfully plan and implement 10 alternative break trips
- Supervise 3 alternative break trips of 12-20 students each centering on issues of mental health and poverty
- Plan and manage logistics for 2 Alternative Break Reorientation Program for 100+ and 50+ students and staff respectively
- Assess programs and student learning outcomes
- Co-authored a grant to secure additional program funding
- Assist in curriculum design for 11 pre-trip education meetings with consultation from student leaders
- Create data-driven solutions to inform practice and guide strategic changes to the IUPUI Alternative Break program
- Implement the Alternative Breaks Alumni Program to foster relationships with program alumni, current students, and the community

New Student Orientation & Support Programs

Johnson & Wales University

NODA Operations & Events Intern

May 2017- July 2017

- Trained and supervised 7 Orientation Assistants responsible for daily operations of 10 two-day orientation programs and 1 transfer student orientation program as well as office operations
- Served as the main contact for campus partners volunteering for orientation events
- Conducted assessment on student learning outcomes and new student program evaluation
- On- call for early arrival, late night, and overnight programming, which included coordinating with residence life staff

Office of First Year Experience Programs

Indiana University Bloomington

Program Assistant & Office Assistant

March 2014- January 2015

- Coordinated the daily check-in process for around 18,000 incoming students and guests throughout New Student Orientation
- Prepared mailing packets, information folders, and other program materials
- Demonstrated knowledge of IU resources and provided excellent customer service when responding to questions from family members, students, and members of the IU community
- Collaborated with other professional and student staff members in order to create an open and welcoming campus environment for new students and their families
- Utilized various computer applications and online systems

IUBeginnings Leader

August 2014

- Co-led an IUBeginnings trip which consisted of 8 incoming students to the Kentucky to connect incoming students with the University and build relationships while rock climbing at the Red River Gorge
- Facilitated IUBeginnings curriculum which included information about the university and various team building exercises

TEACHING EXPERIENCE

ENG-L 390 Children's Literature

Indiana University Purdue University Indianapolis

Practicum Student

January 2018-present

CONFERENCE ATTENDANCE AND PRESENTATIONS

Career Development Professionals of Indiana

May 2017

- Cooper, M., & Dance, S. (2017, May). A holistic advising approach: Benefits of the cluster model. Symposium conducted at the Career Development Professionals of Indiana Conference, Indiana State University.

Indiana Student Affairs Association

Attendee 2015 & 2016

- Azevedo, J., Dance, S., & Palombaro, G. (2016, October). First generation students: The road from recruitment to graduation. Poster session presented at Indiana Student Affairs Association Annual Conference, University of Indianapolis.

PROFESSIONAL MEMBERSHIPS AND CONTRIBUTIONS

NASPA

September 2016-May 2017

Graduate Associate

National Orientation Directors Association (NODA)

Member since October 2016