

LINDA D. WILLIAMS-MOORE, M.ED.

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April 21, 2016

Mark A. Hall, Senior Associate
Spelman Johnson
The University of Alabama at Birmingham
Assistant Vice President for Student Experiences Search

Dear Mr. Hall,

I am **Linda D. Williams-Moore, M.Ed.**, and I am submitting my application materials for the position of **Assistant Vice President for Student Experiences** at The University of Alabama at Birmingham. I am a highly motivated, energetic higher education administrator with twenty-five years of progressively responsible Student Affairs positions developing, implementing and assessing programs, services and initiatives that enhance the overall student experience on campus and assisting in establishing a student culture that is supportive of diversity and inclusion where students respect difference, take responsibility for their actions, and exercise leadership; with career-long consistent roles in Student Conduct and Disciplinary procedures and Title IX compliance. In each professional position that I have held, I have played a significant role in administering student conduct and disciplinary procedures. I continue to serve as a Hearing Officer as needed.

I bring a depth of experience in working with and understanding Title IX. I currently partner with the Title IX Officer in the development of initiatives and in compliance efforts. The span of my career has given me ample experience in program development and assessment; the ability to navigate circumstances that require effective negotiation, mediation, and conflict resolution skills; knowledge of general business practices and fiscal management; knowledge of best practice programs; and the ability to ensure effective oversight of human resources and staff development.

In my research of trends emerging in Higher Education, I am able to see several trends I believe are affecting all of higher education; these include: diversity and inclusion, Title IX, Freedom of Speech, students' increasing need for financial aid, a difficult fundraising environment, decreasing endowment income, an unsustainable tuition model, the challenges of living up to the promise of access, the growing gap between wealthy and less wealthy institutions, changing populations of students including life-long learners, changing delivery methods including online

modes, challenges to liberal arts education as not relevant—or not perceived to be relevant—to the real needs of students, the challenge of updating a traditional curriculum, the challenge of adapting to constant change in technology, and an increasingly competitive higher education market both nationally and globally.

At the University of Pittsburgh, particularly within the Division of Student Affairs we have been charged with assisting the University in building a 21st Century institution. We have been able to successfully transition our programs and services in ways in which students are engaged, empowered and enlightened. As a member of the Campus-wide Strategic Planning Committee for Diversity and Inclusion, I play an integral role in working with Faculty to develop not only diverse but inclusive classrooms; addressing Title IX issues, particularly in the Athletics Division; and addressing issues around Freedom of Speech on campus. I strongly believe that our approach has been instrumental in being able to report a **93%** retention rate for Freshman to Sophomore year and a 4-year graduation rate of **83%**.

This position will afford me the opportunity to take my career to the next level, as I bring a wealth of proven leadership and administrative experience. I am a fierce student advocate, an accomplished administrator, and a gifted leader with the ability to empower and challenge faculty, staff, administrators and students alike to use their own brilliance, compassion, and competence in the service of building a vibrant and thriving intellectual community, while building sustainable and reciprocal relationships with both local and global communities.

My resume is enclosed for your review. I would like to meet with you to discuss how I will be an asset to the University of Alabama at Birmingham as the **Assistant Vice President for Student Experiences**. I can be contacted at 412-607-8450 and/or revlindamoore59@gmail.com. Thank you for your consideration.

Cordially,

Linda Williams-Moore

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PROFESSIONAL PROFILE:

Highly motivated, energetic higher education administrator with twenty-five years of progressively responsible Student Affairs roles developing, implementing and assessing programs, services and initiatives that enhance the overall student experience on campus and assisting in establishing a student culture that is supportive of diversity and inclusion where students respect difference, take responsibility for their actions, and exercise leadership; with career-long consistent roles in Student Conduct and Disciplinary procedures and Title IX compliance, seeks the position of **Assistant Vice President of Student Experiences at The University of Alabama at Birmingham.**

PROFESSIONAL EXPERIENCE:

The University of Pittsburgh Pittsburgh, PA
INTERIM ASSOCIATE DEAN OF STUDENTS & DIRECTOR OF STUDENT LIFE 09/2015 –Present

As **Associate Dean**: Provide leadership and administrative responsibility for Cross Cultural Programming; International Student Programming ; Leadership Development; Fraternity & Sorority Life; Office of Intramural & Recreation; and Office of Pitt Arts & Culture.

Member of Campus-wide Strategic Planning Committee for Diversity and Inclusion

Member of Athletics Department Strategic Planning Committee for Diversity and Inclusion

As Director of Student Life:

- **PROGRAM DEVELOPMENT AND ASSESSMENT**: Provide leadership and administrative responsibility for Student Life Office, which includes Student Union Operations, New Student Orientation, First Year Experience, Commuter/Transfer Students, Parent & Family Resource Office, Student Organization Resource Office which serves over 400 student organizations; Pitt Programming Council, which is the Campus-wide programming board; WPTS Radio Station; and Pitt News – Campus newspaper.
- Serve as Program Manager of **RISE: Reaching Inside my Soul for Excellence** – retention program designed to assist and support African-American students as they journey toward graduation. Program enrollment is currently 200+ students.
- **EFFECTIVE OVERSIGHT OF HUMAN RESOURCES /STAFF DEVELOPMENT**: Supervise 15 direct reports supervise 10 graduate students who serve as coaches within the RISE program.

DIRECTOR OF THE OFFICE OF CROSS CULTURAL AND LEADERSHIP DEVELOPMENT 08/2007-08/2015

- Instituted the Allies/Safe Zone Training on Campus. Currently over 500 Faculty, staff and students have participated in the training
- Created and Implemented our Campus Wide Social Justice Week in Celebration of Dr. Martin Luther King Jr. Keynote speakers during this week have included Dr. Tim Wise, Professor Lee Mun Wah, Dr. Terrell Strayhorn, and Dr. Marc Lamont Hill
- Created and implemented the Bridge Summer Academy designed to prepare high school students for College Life

- Member of the University Wide planning team that designed and implemented the *Outside of the Classroom Curriculum*: A personalized experiential learning instrument designed to assist students in strategically planning their outside of the classroom activities
 - Coordinated and led the planning team in creating the *Global Ties Program* designed to help in the transition of International Undergraduate students at the University of Pittsburgh. Retention for International Students from First Year to Second Year is 92%
- Served as a member of Faculty cohort accompanying students to Prague, Czech Republic for the International Leadership Conference.***
Presented workshop in **Beijing, China** and NASPA on ***Integration of International and Domestic Students on College Campus.***

Provided leadership and overall administrative responsibility for the management of four areas within department - leadership development, cross cultural programming, international programming and fraternity and sorority life.

- Fiscal responsibility for a \$550,000 budget.
- Partner with the Title IX Office, located in my office suite.
- Served on Student Behavioral Assessment Team (Students of Concern) for four years.
- Supervised nine professional staff members.

The YWCA of Greater Des Moines

Des Moines, IA

EXECUTIVE DIRECTOR

07/2005-08/2007

- Provided leadership and administrative responsibility for the management of four programs which include Residence Services, Aliber Childcare, YWCA Learning Center and Family Development Self Sufficiency Program.
- Oversight of a \$2 Million dollar budget.
- Developed and implemented an annual fundraising campaign with a \$100,000 goal
- Worked closely with the staff in assisting over 100 homeless women and children who have fallen victim to domestic violence, homelessness, drug addiction, and incarceration secure jobs, safe affordable housing, financial assistance, counseling services.

Drake University

Des Moines, IA

DIRECTOR OF THE DEPARTMENT OF RESIDENCE LIFE & HOUSING

06/2002-01/2005

- Created a healthy and safe environment for approximately 1750 students; managed eight residence halls; supervised staff of ten full-time individuals.
- Provided counseling, programming, and educational discipline for residential students.
- Recruited, trained and provided ongoing development for full-time staff as well as 39 resident assistants.
- Responsible for all budgeting matters related to the Office of Residence Life.

DIRECTOR OF STUDENT ACTIVITIES/ CAMPUS UNION

09/1999-06/2002

- Responsible for the student programming aspect of campus life: programming, budgeting, contracts, and equipment purchases.
- Advised student organizations; managed two cultural centers located on campus.
- Worked closely with the Dean of Students and the Student Life Staff in developing student programming in the Olmsted Center.

ADDITIONAL EXPERIENCE:

Iowa State University

GRADUATE ASSISTANT – STUDENT SUPPORT SERVICES 01/1999-08/1999

- Assisted in developing a retention and graduation study of the past eight years of the existing program.

RESIDENCE LIFE & HOUSING MINORITY LIAISON OFFICER 08/1998-08/1999

Department of Residence Life

- Advised the three minority support groups in the residence hall system; assisted the groups in developing programs with a multicultural focus.

DEPARTMENT OF RESIDENCE LIFE & HOUSING, GRADUATE ASSISTANT 08/1997-08/1999

- Supervised desk staff for two Residence Hall facilities. Responsible for the operation of a full service post office. Advised the fitness center board. Coordinated the In-service training workshops for 40 resident assistants in the Towers Residence Association. Responsible for on-call duty schedule of full-time live-in staff in the Department of Residence.

GRADUATE ASSISTANT 05/1998-09/1998

OFFICE OF THE ASSOCIATE DEAN OF GRADUATE SCHOOL Ronald E McNair Scholars Office.

- Worked closely with the coordinator to develop an orientation manual for incoming McNair Scholars. Presented a workshop on "*How to Select a Mentor*" for incoming scholars.

University of Minnesota Department of Residence Life & Housing

COORDINATOR OF DIVERSITY INITIATIVES 06/1995-06/1997

- Coordinated diversity programs for an organization of 300 employees; developed and implemented diversity training for full-time and student staff; served as the Human Resource consultant for department.

ASSISTANT DIRECTOR/RESIDENCE HALL DIRECTOR 06/1993-06/1995

- Managed a residence hall of 502 students; supervised a staff of 30 resident assistants, night managers, office assistants, and an administrative assistant; managed a \$1.5 M budget.

Eastern Connecticut State University

RESIDENCE HALL DIRECTOR 12/1991-06/1993

- Managed Hall to ensure quality living and learning environment for residents; served as academic advisor, counselor, and general resource person; prepared reports as needed

Southern Connecticut State University

INTERIM ASSISTANT DIRECTOR OF PERSONNEL 07/1990-10/1991

- Managed personnel functions, adjunct faculty salary administration, new employee orientation, benefits and Minority Affairs programming.

EDUCATION:

Master of Education, Higher Education Administration, Iowa State University
Research: *Mentoring African American Students at a Predominately White University*

Bachelor of Science, Communications
Southern Connecticut State University

PROFESSIONAL DEVELOPMENT:

NCAA Equity and Welfare Committee - Drake University
Diversity Task Force - Drake University
Black Graduate Student Association - Iowa State University
President, Black Graduate Student Association, 1998-1999 Iowa State University
MMOGSIP Host Committee Fall '98/Speakers Chair: Iowa State University
UMR-ACUHO Diversity Committee, 1993-94
UMR-ACUHO Host Committee, 1993-94 University of Minnesota-Twin Cities
Selected to be one of 22 national participants in the National Housing Training Institute, Gainesville, FL

AWARDS AND RECOGNITION:

- *"Creating a Just Community Award"* – 2016 Social Justice Week Celebration
 - 2010 SANKOFA Award for Outstanding Student Affairs Professional, University of Pittsburgh African American Alumni Council
 - Recognized as Outstanding Student Leader, Presented by Black Student Alliance, Iowa State University
 - Recognized for Model Multicultural Program by ACPA - American College Personnel Association
 - Outstanding Faculty Member at the University of Minnesota, Presented by Kappa Alpha Psi Fraternity
 - Southern Connecticut State University President's Service Award
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PROFESSIONAL AFFILIATIONS:

Leadership Pittsburgh Class of 2011-12
Member of International Leadership Association
Member of Board Directors for Strong Women Strong Girls, Pittsburgh, PA affiliate
Member of National Association of Student Affairs Professionals
Member of American College Personnel Association
Member of Phi Delta Kappa Honor Society
Member International Mentoring Association
Member of Delta Sigma Theta Sorority, Inc.

PRESENTATIONS:

- "Integration of International and Domestic Students on College Campus," Beijing, China
- "Global Ties and Triumphs: The Integration of International Students on College Campus" NASPA National Conference, Phoenix AZ and Orlando, FL
- "Diversity and Inclusion in the Classroom" Faculty Development, University of Pittsburgh – Bradford Campus
- Leadership Training for Provost's staff, student athletes, and student leaders, Hilbert College, Hamburg, NY
- "Are We Educating our Students for Purposeful Live?" University of Pittsburgh, PA
- "Building Bridges to Transformational Leadership," NASPA II Regional Conference, Pittsburgh, PA
- "How to Mentor Effectively, Strong Women, Strong Girls Leadership Conference," Pittsburgh, PA
- "I'm Not My Brother's Keeper ...Or Am I?", Don Adams Leadership Conference, Des Moines, IA
- "Soul, Body and Mind ... Loving Yourself from the Inside Out", Big XII Black Student Government Conference, University of Kansas, Lawrence, KS
- "Welcome to Campus Now Go Home," International Mentoring Conference, Atlanta, GA
- "African American Students Perception of Campus Climate at a Predominately White Institution," ISPA Conference, Des Moines, IA
- "People of Color Are...Waiting to Exhale," NASPA/ACPA National Conference
- Rock Your Reality-UNF," University of North Florida, Jacksonville, FL
- "Who in the World Are We, Who in the World Are You," University of Northern Florida
- "Rock Your Reality," UMR-ACUHO Regional Conference
- "Conflict Resolution/Mediation," Resident Assistant Training, Minneapolis, MN
- "Building Block in Higher Education," NEACUHO Conference, New Paltz, NY
- "Racism: A New Approach, and Suicide Prevention Techniques," ECSU Fall Resident Assistant Training
- "2-on-2 Problem-Solving Techniques," ECSU World Series of Success Conference