

Ashley B. Hixson

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COMPETENCIES AND PROFICIENCIES

Diversity, Equity, and Inclusion Professional | Researcher | Analytical and Strategic Thinker | Problem-Solver | Initiator | Coach and Mentor | Leadership Development | Curriculum Development | Course Design | Instructional Technology | Goal-Oriented | Outcome-Driven | Collaborative | Innovative | Written and Oral Communication

PROFESSIONAL EXPERIENCE

University of Maryland, College Park, MD

Leadership Community Service-Learning, Leadership Studies Program (LSP)

Graduate Coordinator and Core Faculty

August 2019-Present

- Teach 12-15 credits each academic year to ~100 college students using critical frameworks to analyze how social identity, bias, privilege, and power are present in dominant leadership narratives
- Collaborate with colleagues on course development, curriculum design, and update all instructional resources and course listing guides
- Coordinate internal and external communication efforts, including directing and implementing marketing and promotion and representing LSP at various campus events and within academic colleges to increase program awareness and visibility
- Assist with community building opportunities, including implementing new student orientation, creating recognition opportunities for graduating students, and identifying and organizing professional development experiences for students based on interests
- Support with the LSP application process through program promotion and application management, recruitment, application review, and program admission for ~22 students per academic year
- Provide maintenance and support for the National Clearinghouse for Leadership Programs for advancing leadership education through learning and development across institutions

R. H. Smith School of Business

Diversity and Inclusion Strategy Advisor

August 2019-Present

- Advise two affinity-based organizations that center the needs of Black and Latinx business students to promote the diversity, equity, and inclusion initiatives within the school
- Partner with senior diversity officer to create strategic plans for optimizing students' experience using quantitative and qualitative assessment
- Establish and maintain relationships with internal and external stakeholders to brainstorm and execute professional development opportunities for shared opportunities and sponsorships of students' needs
- Develop curriculum and facilitate half-day retreat with organizations for (re)defining organizational goals and objectives, increasing in-person and online membership engagement, developing benchmarks, and assessing implemented strategies using established metrics

R. H. Smith School of Business

Office of Career Services (OCS) - Undergraduate (UG) Programming

Career Coaching Professional

July 2018-July 2019

- Provided career coaching to undergraduate business students to support their career preparation with job search strategies, interview preparation, negotiations strategy, resume and cover letter reviews, and general advice
- Oversaw the development, coordination, and execution of the OCS Intern Experiential Learning and Leadership Development Program, which employs 7-8 undergraduate student interns in a variety of

functional areas (such as marketing, curriculum development, programming and career advising) to support the UG Career Programming Team

- Supervised and mentored OCS interns on various projects and deliverables to align with and meet strategic goals of the office
- Provided planning and logistical support for undergraduate programming events such as career fairs, networking events, career panels, and workshops
- Taught undergraduate internship course for ~45 students (fall semester) and ~70 students (spring semester); roles included syllabus and web content updates, reviewing and approving course applications, grading assignments, and corresponding with employers

University of Michigan-Flint, Flint, MI (June 2014 – July 2018)

Student Success Center

Transition and Retention Program Manager

October 2016-July 2018

- Administered direction and central planning of the Intercultural Center for university-wide multicultural programming and education initiatives
- Coordinated and executed programmatic elements for cultural and sharing education throughout the academic year such as Latinx Heritage Month, Native American Heritage Month, and Black History Celebration Month
- Oversaw all operations of new student orientation programs including first-year, parent and family, transfer, international, dual, convocation, and fall welcome (co-chair) for new students' transition
- Created, implemented, and assessed goals and vision, key performance indicators (KPIs), and intended outcomes for initiatives to support underrepresented students at UM-Flint by establishing systems for evaluating programs and content using satisfaction and effectiveness metrics
- Developed and presented orientation redesign proposal to chancellor's cabinet and senior-level leadership for collaborative contributions and feedback
- Fully redesigned and implemented the selection process and training program for orientation personnel
- Monitored and managed \$80,000 program budget and provided needed information for financial reporting to maintain programs' sustainability

Promise Scholars Program, Office of Educational Opportunity Initiatives

Interim Program Coordinator

July 2016-December 2016

- Chaired a committee of 10 faculty and administrators for the university's conditional admissions program consisting of determining program requirements, developing student handbook, establishing staff roles, implementing culturally responsive high impact practices for a summer bridge program
- Instituted program's goals, objectives, and expectations to provide a cohesive and well-organized structure for incoming first-year students yielding a 95% retention rate the following academic year
- Served as an academic advisor for a caseload of 100 conditionally admitted students with 68% being students of color, 80% first-generation, and over 90% who are Federal Pell Grant eligible
- Maintained a budget of \$10,000 which allowed for resource justification and sustainability
- Analyzed and monitored data for academic progress, program assessment, and improvements
- Strategized and executed orientation bridge summit for 50 students, which included logistical coordination, vendor management, program curriculum, staffing needs, and evaluation and assessment

Student Success Center

Academic Advisor and Career Counselor

June 2014-October 2016

- Provided advising and career coaching services to students for educational and professional planning
- Administered referrals to appropriate internal and external stakeholders including financial aid, tutorial support, counseling and psychological services, and accessibility accommodations
- Assessed student academic, professional, and social needs utilizing data collected from predictive software of student reporting, financial aid, and academic records
- Managed academic probation programs, pre-nursing requirements, early alert warning program, and transfer advising programs

- Liaised for School of Management, Social Work Department, School of Nursing, Office of Educational Opportunity Initiatives, Undergraduate Admissions, Student Conduct and Conflict Resolution, and affinity-based organizations
- Directed peer advising developmental training program supervising and training eight peer advisors for program learning and leadership development certification

St. Clair County Community College, Port Huron, MI

TRIO Student Support Services

Advising and Retention Specialist

July 2012-June 2014

- Gathered and analyzed student performance data, which yielded an 81% retention rate and a 95% good academic standing (2.00+/4.00 GPA) for the U.S. Department of Education Annual Performance Report
- Advised a caseload of 100 first-generation students on academic programs, 4-year transfer planning, and financial literacy
- Completed intake assessment with program participants to evaluate academic, personal counseling, and career counseling needs
- Developed and implemented a process to cultivate a culture of care environment with the dean of students, financial aid, registrar, and disability services
- Hired and supervised four supplemental instructors to provide academic tutoring in the areas of math, science, writing, reading, and business
- Worked in tandem with faculty and administrators to provide resources and support for students' persistence through college
- Planned up to three cultural trips per semester for community and enrichment engagement

RESEARCH EXPERIENCE

Research Associate; Qualitative and Quantitative Data Collection and Assessment, Indiana University School of Medicine; PI: Sacha Sharp, Ph.D., **2020-Present**

Research Assistant; Qualitative Data Collection and Assessment, Utah State University Early Career Trajectories; Co-PI: Kimberly A. Griffin, Ph.D., **2019-Present**

Research Assistant; Qualitative Assessment, University of Maryland, Center for Diversity and Inclusion in Higher Education, Executive Directors: Roger Worthington, Ph.D. and Candace M. Moore, Ph.D., **2019-2020**

Research Scholar; TRIO, Ronald E. McNair Post-Baccalaureate Achievement Program, Georgia Southern University; Faculty Advisor: Meca Williams-Johnson, Ph.D. **2008-2009**

TEACHING EXPERIENCE

University of Maryland, College Park, MD

HESI 217: Introduction to Leadership, 3 credits, undergraduate course, Instructor

HESI221: Leadership, Power and Privilege, 3 credits, undergraduate course, Instructor

HESI315: Student Leadership in Groups & Organizations, 3 credits, undergraduate course, Instructor

HESI318A: Leadership in Film, 3 credits, undergraduate course, Instructor

HESI318W: Leadership and the Workplace, 3 credits, undergraduate course, Instructor

BMGT398A: Internship for Credit, 3 credits, undergraduate course, Teaching Assistant, Instructor

EDCP741: Multicultural Practice: Self, Education, & Society, 3 credits, graduate course, Teaching Assistant

University of Michigan-Flint, Flint, MI

UNV 100: So, You Want to Change the World?, 3 credits, undergrad. course, Instructor

SWR 100: Introduction to Social Work, 3 credits, undergrad. course, Instructor

St. Clair County Community College, Port Huron, MI

SD 140: Student Development for College Success, 3 credits, undergrad. course, Co-Instructor

EDUCATION

Doctor of Philosophy, Higher Education, Student Affairs, & International Education Policy **May 2022**

Professional Concentration: **Intersections of Race, Gender, and Technology**

University of Maryland - College Park, MD

Master of Business Administration – Organizational Leadership

University of Michigan-Flint - Flint, MI

Study Abroad - Kakehashi Project: Japanese American Citizens League (JACL) and the Japan International Cooperation Center (JICE) - UM-Flint School of Management Partnership

Master of Social Work

University of South Carolina - Columbia, SC

Bachelor of Science in Public Relations

Georgia Southern University - Statesboro, GA