

Hilary Chubb

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Education

Grand Canyon University, Phoenix, AZ

Doctorate of Education in Organizational Leadership, Emphasis in Higher Education Leadership, expected September 2019

The Pennsylvania State University, University Park, PA

Master's of Education in College Student Affairs, May 2014, GPA 3.95/4.

Albright College, Reading, PA

Bachelor of Arts in History, May 2012, GPA 3.69/4.00

Professional Experience

March 2015- Present

Assistant Director, Office of Academic Skills

Washington College, Chestertown, MD

Tutoring

- Recruit and hire Peer Tutors and Course Mentors.
- Design, plan, and present CRLA Level 1 training and additional training and professional development for tutoring staff.
- Research and plan new 'Academic Skills and Reading Strategies' tutoring program. Including design and presentation of approximately 15 hours of specialized training.
- Strategically coordinate tutoring schedules for individual and group tutoring.
- Track and report outcomes of all tutoring programs.

Academic Recovery

- Strategically reimagine the academic recovery program to provide a holistic experience which better addresses student development, growth, and improvement.
- Train volunteer staff mentors and match them with students on academic probation.
- Personally mentor students each semester to provide more support for students with extensive academic progress to be made.
- Implement peer mentoring model utilizing Academic Skills peer tutors.
- Monitor student progress with mentors and overall outcomes data collection as assessment.
- Implemented extensive data collection to assess correlation of student participation and academic achievement within the recovery program.

Disability Services

- Support disability services through review of documentation and meetings with students to determine reasonable accommodations.
- Develop Note Taker Handbook and procedures and coordinating note taking services,
- Assist in proctoring exams requiring extended time and/or distraction-reduced environment.
- Co-implement Accommodate software to streamline the disability services processes.
- Meet prospective students and their parents during campus visits.

General Academic Support

- Provide one-to-one and group academic skills sessions with all students.
- Develop, organize, and assess Success Seminars) for all students and by department request.
- Collaborate with other Academic Resource Offices including Quantitative Skills and Writing Centers to coordinate tutorial services, training, and the use of online scheduling software.

May 2014- March 2015

Academic Coordinator, Division of Biomedical Graduate Studies; Graduate School of Biomedical Sciences and Professional Studies

Drexel University College of Medicine, Philadelphia, PA

- Compiled and maintained over 300 admissions files, manage admissions process and applicant inquiries, and assess admissions statistics for reporting purposes.
- Planned and executed four 2- day interview recruitment/admissions events.
- Coordinated five research intensive biomedical PhD/MS programs, and seven MS programs.
- Communicated program policies to faculty and students efficiently.
- Maintained student records including academic timelines and milestones.
- Managed over \$30,000 in budgetary funds for assigned programs.
- Utilized Banner, NoliJ, and Hyperion, and other computer programs to enhance the quality, accuracy, and expediency of my work.
- Provided administrative support to the Director of Professional Development and Postdoctoral Affairs.
- Designed learning outcomes for postdoctoral researchers and fellows based on National Postdoctoral Association standards.

August 2012- May 2014

Graduate Assistant, Education and Public Policy (EPP) Undergraduate Degree Program, College of Education

The Pennsylvania State University, University Park, PA

- Served as teaching assistant for EDTHP394, planning and implementing professional development curriculum.
- Assisted the EPP faculty by providing academic and advisory support to undergraduate students.
- Improved process for maintaining academic records and notes on academic progress.
- Developed programs and resources to support students in finding internships, jobs, and areas of interest.
- Supervised student leaders in recruitment and planning efforts.
- Maintained direct contact with EPP students regarding curricular requirements, deadlines, internships, and leadership opportunities.
- Developed memos, articulation plans, and reports to support and expand the degree program.
- Assessed enrollment plans and introduce initiatives to increase enrollment.

Presentations

September, 2016

Revitalizing and Reimagining Academic Recovery Programs from the Ground Up
National Collegiate Learning Center Association, Tampa, FL

Internships

March 2013-April 2014

Intern, The Office for Disability Services (ODS), Office of the Vice Provost for Educational Equity

The Pennsylvania State University, University Park, PA

- Consulted with students seeking services in ODS.
- Reviewed documentation according to University Documentation Guidelines to determine reasonable accommodations
- Supported the Assistive Technology Lab in the book conversion process using Adobe Acrobat Pro, OmniText, and ABBYY Fine Reader software.
- Developed assessment to evaluate and improve the practices of the office.
- Evaluated and assessed resources available at comparable institutions within the Committee on Institutional Cooperation.

July 2013

Academic Success Coordinator, Office of Multicultural Programs; College of Education

The Pennsylvania State University, University Park, PA

- Supervised students, individually and in-group, for improvement of academic knowledge and study skills.
- Supported students in the development of meaningful educational plans
- Advised students on study skills and solving study skills issues.
- Mentored and monitored student's progress to assure successful program completion.
- Advised students on the use of University services and resources.

January- August 2013

Program Evaluation and Assessment Intern, Learning Edge Academic Program (LEAP), Office for Summer Session

The Pennsylvania State University, University Park, PA

- Assisted in applying for Institutional Review Board approval for human subjects research.
- Compiled assessment data since program inception in 1996.
- Wrote clear and concise reports for describing data, analysis, and results.
- Researched and provided summary of current literature on programs and institutional implementations similar to LEAP or components thereof.
- Organized and assist with execution of end of program assessment.
- Developed precise, measurable, and effective learning outcomes for LEAP.

Professional Development and Honors

- Learning Center Leadership Certification, Level 2
 - o *National College Learning Center Association*
- Vice President, Student Affairs Student Organization
 - o *The Pennsylvania State University, University Park, PA*
- College of Education Alumni Distinguished Graduate Scholarship
 - The Pennsylvania State University, University Park, PA*
- AHEAD Start: Setting the Landscape for the New Professional, Professional Certificate
 - Association on Higher Education and Disability (AHEAD)*

- Eugene Shirk Scholar
Albright College, Reading, PA

Other Experience

September 2009-May 2012

CRLA Certified Tutor, Academic Learning Center
Albright College, Reading, PA

August 2010-August 2012

Office Assistant, Academic Learning Center
Albright College, Reading, PA

September 2011- May 2012

Tutor Manager, Academic Learning Center
Albright College, Reading, PA

Professional Portfolio displaying artifacts from curriculum and professional experiences.

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