

# Shelby Pierce

Knoxville, TN | spierc19@vols.utk.edu

## EDUCATION

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| <b>University of Tennessee, Knoxville</b> , Knoxville, TN<br><i>Master of Science, College Student Personnel</i> | <b>May 2023</b>  |
| <b>Florida State University</b> , Tallahassee, FL<br><i>Bachelor of Science, Psychology</i><br>Minor, Education  | <b>July 2021</b> |

## PROFESSIONAL EXPERIENCE

<b>New Student Orientation</b> , University of Tennessee, Knoxville <i>Graduate Teaching Assistant</i>	<b>June 2021-Present</b>
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- Plan and execute **600+** events during **6** weeks of Big Orange Welcome through communication with campus partners, coordinating logistics, and marketing events on campus calendars.
- Review upwards of **100** Orientation Leader applications, coordinate a multi-level interview process that includes group and individual interviews, and evaluate all Orientation Leader candidates for selection.
- Recruit, hire, mentor, and supervise a team of **4** Team Leaders and **20** Orientation Leaders who are dedicated to leadership development and welcoming new students to the institution.
- Collaborate with campus partners to elevate the Orientation Leader experience by providing presentations on university resources and relevant topics.
- Implement and facilitate a 13-week leadership development training for **20** Orientation Leaders and **4** Team Leaders that covers topics such as leadership theories, effective communication, conflict and crisis management, diversity and inclusion, public speaking, and customer service.
- Plan and execute a two-day student staff retreat for team of **24** leaders to facilitate team-building and personal development.
- Organize and manage office social media for programming, marketing, and communication materials.
- Direct on-site event logistics including student staffing, check-in operations, and schedule transitions for **10** Summer Welcome sessions.

<b>First-Year Programs</b> , University of Tennessee, Knoxville <i>Practicum Intern</i>	<b>August 2022-December 2022</b>
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- Facilitate self-exploration activities and dialogue between **15** first-year students within the classroom.
- Develop lesson plans and worksheets that allowed students to explore topics such as time management, wellness, campus involvement, major discovery, and career exploration to aid in their success as first-year college students.
- Utilize classroom technology to present various course materials.
- Graded course assignments, projects, and papers while providing timely and relevant feedback.

<b>University of Tennessee Success Academy</b> , University of Tennessee, Knoxville <i>Practicum Intern</i>	<b>June 2022-July 2022</b>
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- Organized summer training schedules for **15-20** peer coach students who mentor and guide incoming first-year students in the UT Success Academy program.
- Implemented self-exploration activities and community building practices for **15-20** UT Success Academy peer coaches to be able to connect with teammates.
- Created assessment strategies for UT Success Academy students to be able to effectively communicate their growth within the program.

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**Undergraduate Admissions**, University of Tennessee, Knoxville

**January 2022-May 2022**

*Practicum Intern*

- Utilized Slate and TeamDynamix to respond to communications and information requests for prospective students and high school college counselors.
- Researched and organized enrollment management data from past and current admissions across the southern region.
- Researched scholarship opportunities to update UT rankings, accolades, and awards for each academic college.
- Distributed communications and information to prospective students of the institution.

**New Student and Family Programs**, Florida State University

**May 2020-May 2021**

*Orientation Leader*

- Facilitated small group discussions for groups of **12-20** students geared toward building community and transitioning to the university.
- Supported students through course registration by providing resources, answering questions, and sharing insights.
- Shared personal experience with incoming students as a member of Ask the Experts and Ignite Your 'Nole Experience panels.
- Built relationships with students and family members virtually and continue to serve as a resource throughout the school year.

**University Housing**, Florida State University

**August 2019-May 2021**

*Resident Assistant*

- Organized educational events related to making connections, wellness, scholarship, and respect for **34+** residents.
- Maintained a safe and functional environment for **800+** residential students living in a residential community by serving duty rotation and communicating expectations of the residence hall.
- Created staff development opportunities for **21** peer resident assistants.
- Mitigated roommate conflicts and issues that arose with residential students.

## **AFFILIATIONS, PRESENTATIONS, & AWARDS**

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**National Orientation Director's Association (NODA)**

**June 2021-Present**

- Outstanding Graduate Student Leadership Award, November 2022
- Facilitated round-table discussions at the 2022 NODA annual conference in Baltimore, Maryland.

**College Student Personnel Association**, University of Tennessee, Knoxville

**August 2021-Present**

- Served on Community Development sub-committee and planned Friendsgiving for both cohorts, November 2021, November 2022, as well as other social gatherings.