

Ciara Gazaway

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EDUCATION

University of Tennessee, Knoxville

Anticipated May 2020

Master of Science - College Student Personnel

University of North Carolina at Greensboro

May 2018

Bachelor of Science - Human Development and Family Studies | Minor - Sociology

HIGHER EDUCATION EXPERIENCE

Graduate Research Assistant

August 2018 - Present

Pride Center

University of Tennessee, Knoxville

- Serve as an ally to all students, faculty, and staff on campus
- Develop curriculum, coordinate registration, and facilitate Safe Zone education workshops on campus
- Interview, hire, and supervise 6 Student Assistants each semester. Aid in their development as student leaders by building relationships through biweekly meetings and providing professional development
- Launch the new Pride Center Peer Mentoring Program by developing the program mission statement and learning outcomes, creating curriculum and timeline for the academic year, lead the recruitment, hiring, and training of 13 peer mentors, and provide programs and events for mentees and mentors to attend
- Responsible for select parts of the departmental budget and follow university policies related to budgeting
- Aid in programming needs for all Pride Center events
- Represent the Pride Center at Student Life or University wide meetings, programs, and events

Graduate Advisor

September 2019 - Present

College of Education, Health, and Human Sciences

University of Tennessee, Knoxville

- Maintain a knowledge of general education requirements, major curriculums, graduation requirements, and academic policies at The University of Tennessee, Knoxville
- Conduct academic history and degree audit reviews
- Advise new students one on one to discuss their major of interest, career goals, and course schedule for following semesters
- Represent the College of Education, Health, and Human Sciences at events and assist with any programming needs

Welcome Week Graduate Intern

January 2019 – September 2019

New Student and Family Programs

University of Tennessee, Knoxville

- Assisted the Coordinator in logistics planning and preparation for Welcome Week
- Created and developed a benchmarking report about best Welcome Week practices used by peer and aspirational institutions
- Worked with Coordinator to develop a plan for a Welcome Week student leadership opportunity
- Designed and implemented a Welcome Week assessment model
- Organized and facilitated the Welcome Week Planning committee by soliciting for events for the Welcome Week programs and collaborating with campus partners to improve transition programs for first year students

Graduate Orientation Intern

May 2019 – August 2019

College of Education, Health, and Human Science

University of Tennessee, Knoxville

- Presented to new students on UTK's College of Education, Health, and Human Sciences majors, requirements, academic policies, professional development, and student engagement opportunities
- Provided group academic advising to new students
- Advised new students one on one to discuss their major of interest and career goals
- Represented the College of Education, Health, and Human Sciences and assist with any departmental programming needs

Summer Graduate Intern**May 2019 – August 2019***Center for Student Engagement**University of Tennessee, Knoxville*

- Planned and executed late night summer orientation programming during two-day orientation sessions
- Worked collaboratively with various campus partners to provide engaging programming to incoming first year students attending orientation
- Communicated professionally with 500+ registered student organizations
- Created and developed a benchmarking report about best student organization leadership practices used by institutions in the Southeast
- Represented the Center for Student Engagement at events and assist with any departmental programming needs

Spartan Orientation Advising and Registration (SOAR) Graduate Intern**May 2018 - July 2018***New Student Transitions and First Year Experience**University of North Carolina at Greensboro*

- Planned and implemented the summer, fall, and spring Spartan Orientation Advising and Registration (SOAR) programs for new adult, transfer, and first year students and their families
- Assisted in the supervision of 30 Spartan Orientation Staff members
- Created and facilitated training modules for the Spartan Orientation Staff
- Planned and coordinated the Spartan Expo with over 20 campus partners and managed the event during each orientation session
- Created and facilitated the On Campus Experience presentation during SOAR

UNIVERSITY INVOLVEMENTCollege Student Personnel Association, *Vice President of Community Development*

Fall 2018 - Fall 2020

Commission for LGBT People, *Trans and Nonbinary Issues Subcommittee*

Fall 2018 - Spring 2020

Welcome Week Planning Committee

Spring 2019

Outstanding Conference Planning Committee

Fall 2019

Dear World Planning Committee

Summer 2019 - Fall 2019

Diversity Dialogue Symposium Planning Committee

Fall 2019

UNDERGRADUATE EXPERIENCE**First Year Assistant****May 2017 - May 2018***New Student Transitions and First Year Experience**University of North Carolina at Greensboro*

- Assisted in the planning and implementation of summer, fall, and spring SOAR programs for new adult, transfer, and first year students and their families
- Created and developed comprehensive assessment reports for all students and families who attended SOAR
- Managed office social media platforms including Sprout Social, Facebook, Instagram, and Twitter
- Assisted in recruitment, hiring, and supervision of student leaders
- Prepared the Spartan Orientation Staff for the Southern Region Orientation Workshop

Spartan Orientation Staff Captain**January 2017 - January 2018***New Student Transitions and First Year Experience**University of North Carolina at Greensboro*

- Served as a liaison between the student staff and professional staff
- Peer supervised 30 student orientation leaders
- Assisted new students and their families in their transition to UNCG
- Aided in the implementation of programming for over 84,000 guests throughout the summer