

Lindsay D. Andrews

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EDUCATION:

Bachelor of Science - Advertising major, Spanish minor
Masters of Education – College Student Services Administration
Graduate Certificate in College and University Teaching

Northwest Missouri State University, 2005
Oregon State University, 2018
Oregon State University, 2018

PROFESSIONAL EXPERIENCE:

Program Lead, College of Education
Oregon State University, Corvallis, OR

September 2020 – Current

Job Duties:

- Provide administrative support for students enrolled in the Ph.D., Ed.D. and Ed.M. in Adult & Higher Education
- Oversee student advising for graduate students pursuing the Ed.M.
- Collaborate with program faculty for revision of course curriculum
- Coordinate onboarding materials and schedule new student orientation sessions
- Recruit students for the online and hybrid modalities for each degree
- Outreach to students regarding registration, exams, and programs of study
- Ensure students are adhering to Graduate School policies and additional requirements for their program
- Correspond with the Graduate School, Ecampus, and College of Education for marketing, applications, and institutional policies
- Develop marketing and recruitment messaging for prospective students and quarterly newsletter for program alumni

Related Teaching Experience:

- AHE 503, Projects/Capstone: A three-course series facilitating development of the final capstone for the Ed.M.
- AHE 510, Internship: A course coinciding with participation in student internships for the Ed.M.

Other Involvement & Recognition:

- Serve on the leadership team for the Community & Outreach Committee in the College of Education
- Participate in the selection of scholarship recipients for students in the College of Education
- Assist as a faculty/staff representative for the Recreational Sport Committee

Academic Advisor, College of Business
Oregon State University, Corvallis, OR

January 2014 – September 2020

Job Duties:

- Serve as the primary advisor for students seeking degrees in Merchandising Management, Design and Innovation Management, Apparel Design, and Interior Design within the College of Business
- Assist students with planning term schedules and preparing for graduation
- Provide resources to students in need of assistance with tutoring, disability access, scholarships, and/or counseling
- Create and deliver workshops such as applying to professional school and studying abroad
- Serve as a guide for students pursuing a study abroad experience through application assistance and instruction of the study abroad preparation course
- Meet with students struggling academically to develop an academic success plan inclusive of appropriate university resources
- Collaborate with a partner institution in Indonesia for onboarding, student success tactics, and course registration for students pursuing the online business degree

Past Duties:

- Advised students seeking an online business degree
- Created an onboarding system to serve students pursuing the online business degree
- Established a communication plan for outreach to online business students
- Developed and implemented a student assessment, resulting in a proposal of recommendations for online business students gauging their level of involvement within the college and interest in future engagement activities
- Presented about opportunities and majors to students in career decision-making courses

Related Teaching Experience:

- BA 348, International Exchange Orientation: A logistical and cultural preparation course for students travelling abroad

- BA/DSGN 284, The Influence of Color Learning Lab: A podcast series reflecting on the impact of color on society
- BA/DSGN 283, Do C's Really Get Degrees Learning Lab: A series focusing on academic success in a collegiate setting
- BA 283, It Starts with a Story Learning Lab: A small-group session helping students develop and present their personal narratives
- ALS 116, Academic Success: A transitional course to assist students in developing skills to succeed in university-level academics
- BA 170, Business Insights: A first term College of Business introductory course specific to transfer students
- BA 160, B-Engage: A first year experience course for students within the College of Business

Other Involvement & Recognition:

- Serve on the College of Business Equity, Diversity, and Inclusion committee
- Participate in the selection of scholarship recipients for students in the College of Business
- Act as a representative in judicial hearings for Oregon State University's Conduct & Community Standards office
- Recipient of the 2018 Gilley Family Excellence in Student Experience award
- Recipient of the 2017 College of Business award for Outstanding Professional Faculty
- Co-chaired a planning sub-committee for the Diversity Career Symposium

Director of International Admission

Concordia University, Portland, OR

July 2011 – January 2014

Job Duties:

- Recruited International undergraduate and graduate students for a private university
- Organized extensive travel arrangements and meetings for global recruitment tours
- Connected with International leads within 24 hours of inquiry via phone, social network, Skype, and email
- Processed visa paperwork for F1 students
- Managed budget for international travel and expense

Other Involvement & Recognition:

- Tripled International student attendance at the university
- Presented at NAFSA Region I conference on recruitment efforts in India
- Presented on culture shock to International students learning English at the ELS Language Center

Transfer Coordinator

Concordia University, Portland, OR

September 2010 – July 2011

Job Duties:

- Recruited undergraduate transfer students for a private university
- Provided unofficial transcript evaluations for prospective students
- Filtered applications for admission
- Maintained direct communication and follow-up with applicants
- Represented university at community college transfer events

Other Involvement & Recognition:

- Served as Diversity representative for Office of Admission

Senior Campaign Manager, Team In Training

The Leukemia & Lymphoma Society, Portland, OR

April 2007 – September 2010

Job Duties:

- Recruited for the Team In Training program
- Provided supervision for three Marathon Coordinators
- Managed Cycle and Triathlon teams
- Organized event weekend travel logistics for up to 200 participants per season
- Updated local Team In Training website seasonally
- Spoke publicly at information meetings and recruitment events
- Ordered incentives and training gear based on yearly budget

Other Involvement & Recognition:

- Selected to be a team leader at large-scale national events

Administrative Coordinator

Lewis and Clark Law School, Portland, OR

August 2006 – April 2007

Job Duties

- Scheduled appointments for Career Counselors
- Managed reciprocity requests from law schools nationwide
- Assisted students with questions regarding resumes and formatting
- Maintained the ad hoc program for temporary positions

Executive Assistant

Pro Promotions, Colorado Springs, CO

May 2005 – March 2006

Job Duties

- Assisted in the promotion of motorcycle events
- Created advertisements for Pikes Peak Harley-Davidson
- Coordinated community service volunteers for the Rocky Mountain Motorcycle Museum and Hall of Fame
- Sold advertising space in event programs

RECENT TRAININGS & WORKSHOPS:

- Bravely Confronting Bias (2019)
- Gender 101 (2018)
- Student Conduct (2018)
- Social Justice Education Initiative (2017)
- Search Advocacy (2017)
- Examining White Identity (2017)

RELEVANT SOFTWARE SKILLS:

- Canvas
- Banner
- MyDegrees
- Salesforce CRM
- Qualtrics
- CORE (Cooperative Open Reporting Environment)