

Margarita M. Perez
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EDUCATION

University of Louisiana at Lafayette, Lafayette, LA
Doctor of Education
Educational Leadership
August 2018

University of New Orleans, New Orleans, LA
Master of Education
Higher Education Administration
December 2002

Loyola University, New Orleans, LA
Bachelor of Arts
History and Secondary Education
July 1997

PROFESSIONAL EXPERIENCE

WORK EXPERIENCE

Dean of Students, January 2015 - Present

University of Louisiana at Lafayette, Lafayette, Louisiana

Provide leadership, vision and administrative oversight for student leadership, student organizations, and campus programs

- Manage and supervise staff in Career Services, Residential Life, Student Rights & Responsibilities, Student Government Association, Recreational Sports, and Student Engagement & Leadership.
- Assist the Vice President for Student Affairs in building a divisional mission/vision with intended outcomes, setting goals and objectives based on those outcomes, and continually assessing the efforts of the division.
- Work with students who are experiencing difficulties or challenges to find solutions to keep them enrolled and pursuing their goals.
- Serve as chief judicial officer for the University in student-related matters and oversee the administration of the student conduct system.
- Serve as a member of the Threat Assessment Team.
- Oversee the Students of Concern Committee.
- Review, revise, and publish Division publications, including the *Student Handbook and Code of Student Conduct*.
- Prepare and monitor budget for all departments under my supervision with directors.

- Lead the division assessment efforts. Coordinate with the institutional assessment plan and adhering to best practices and SACS requirements. Track, communicate, and recommend changes based on assessment results.
- Work to ensure a variety of campus-wide programming that complement the mission of the College through supervision of the Office of Student Engagement & Leadership and in collaboration with various other offices/student organizations.
- Work to expand the quantity and quality of educational and diversity programming throughout the division.
- Work with the Vice President for Student Affairs to develop campus-wide policies and procedures, affecting areas of responsibility. Update and publish policies and procedures, as needed.
- Create and implement programs to create a seamless learning environment between curricular and co-curricular opportunities.
- Develop strategies to increase retention and success of students.
- Collaborate with the Title IX Office and University Police to develop, publish, and implement procedures for Title IX, Clery and VAWA compliance.
- Collaborate with Counseling Center and Title IX office to provide educational programming about alcohol, drugs, sexual assault and consent to student body.
- Supervise support staff members and other divisional staff members as delegated by the Vice President for Student Affairs.
- Represent Student Affairs Division on various committees and at campus functions as requested by the Vice President for Student Affairs.

Interim Vice President for Student Affairs, May 2014 – December 2014
Spring Hill College, Mobile, Alabama

Provided overall direction, leadership, and supervision for Division of Student Affairs Directors and executive assistant on all budgetary, programmatic, and personnel matters.

- Served as a member of the President's Cabinet and advised the President, particularly on matters affecting campus life and the co-curricular experience.
- Developed, with department directors, annual goals and objectives linked to the College's Strategic Plan.
- Developed, with department directors, policies and procedures that will ensure the smooth and effective operation of the Division and its programs.
- Prepared and monitored budget, with directors, for all departments under his/her supervision.
- Assisted departmental directors in evaluating performance of staff. Supervised selection and release of professional staff.
- Maintained close ties to student leaders – especially to the Student Government Association, the Campus Programming Board, the Greek Council, and the Multicultural Student Union – in order to assess the campus environment and to assure appropriate co-curricular and extra-curricular activities and opportunities for all students.
- Served as chief student conduct officer for the College in student-related matters and supervised the functioning of the student conduct system.
- Facilitated professional staff development opportunities for Division personnel.
- Ensured the maintenance of all appropriate residential, disciplinary, and Wellness Center records.
- Reviewed, revised, and published Division publications, including the *Student Handbook*.

- Maintained appropriate knowledge of and involvement with professional organizations and current publications in the Student Affairs field.
- Developed, published and implemented procedures for Title IX compliance, Clery and VAWA.
- Facilitated appropriate assessment of Student Affairs programs through data collection and analysis.

Assistant Vice President for Student Affairs, January 2012 – December 2014
Spring Hill College, Mobile, Alabama

Served as a senior level administrator to provide leadership and vision in all Division of Student Affairs initiatives and programs to maximize student learning and student success.

- Managed and supervised Department of Housing and Residence Life, Campus Services, Center for Student Involvement, and Fraternity and Sorority Life.
- Collaborated with the Student Academic Services and specific faculty members for the implementation of LEAP, the first-year student transitional course, with particular emphasis on providing certain programming opportunities by the division of Student Affairs.
- Lead the division's assessment efforts, coordinating with the institutional assessment plan and adhering to best practices and SACS requirements. Tracked, communicated, and recommended changes based on assessment results.
- Served as a member of the College Budget Advisory Council.
- Through supervision of the Office of Student Involvement and in collaboration with various other offices/student organizations, worked to ensure a variety of campus-wide programming that complement the mission of the College.
- Worked with the College Public Relations office to ensure quality and timely publications.
- Maintained a leadership role in helping to expand the quantity and quality of educational and multicultural programming throughout the division.
- Worked with the Vice President for Student Affairs/Dean of Students to develop campus-wide policies and procedures, affecting areas of responsibility. Updated and published policies and procedures, as needed.
- Created and implemented programs to create seamless learning environment between curricular and co-curricular opportunities.
- Developed strategies to increase retention and success of students.
- Provided oversight to the Student Conduct and Community Accountability process.
- Effectively monitored all budgetary matters under areas of direct responsibility.
- Participated in professional collaborations and interfaced with other departments and Divisions within the College.
- Represented Student Affairs on various committees and at campus functions as requested by the Vice President for Student Affairs/Dean of Students.
- Assisted the Vice President for Student Affairs in building a divisional mission/vision with intended outcomes, setting goals and objectives based on those outcomes, and continually assessing the efforts of the division.
- Supervised support staff members and other divisional staff members as delegated by the Vice President for Student Affairs/Dean of Students.
- Served as liaison to the Office of Admissions. Assisted with readmits, transfers, scholarship interviews and visit days.

- Collaborated with the Office of Admissions to provide effective communications with incoming students and their parents. Coordinated the flow of new student paperwork and correspondence for the various Student Affairs offices.

Associate Dean of Students, August 2006 – December 2011

Spring Hill College, Mobile, Alabama

Serve as a senior level administrator to provide leadership and vision in all Division of Student Affairs initiatives and programs to maximize student learning and student success.

- Planned and implemented the Preview Orientation program.
- Coordinated First-year student programming and retention initiatives including Common Reading Project and Learning Communities.
- Served as liaison between Academic Affairs and Student Affairs.
- Served as a core member of the Cohesive Undergraduate Experience that directed the Freshmen Seminar course and the new LEAP Experience.
- Managed and supervised Department of Housing and Residence Life, Campus Services, Center for Student Involvement, and Fraternity and Sorority Life.
- Assisted with implementation of crisis response management within the division, including hurricane preparedness plan.
- Developed appropriate methods for the implementation of assessment and outcome measures within the Division of Student Affairs.
- Effectively monitored all budgetary matters under areas of direct responsibility.
- Participated in professional collaborations and interfaced with other departments and Divisions within the College.
- Worked with the Director of Public Safety to provide appropriate statistics for the yearly campus Crime Report.
- Provided guidance and direction for the Student Government Association (SGA) as a co-advisor with the Vice President for Student Affairs.
- Demonstrated leadership in the operations and strategic planning of the Division and College.

Director, Newcomb Student Programs, June 2004 – July 2006

Newcomb College of Tulane University, New Orleans, Louisiana

Responsibility included overall operations of the Office of Newcomb Student Programs. Provided direction and support in working to enhance the educational experiences of the Newcomb students.

- Managed all financial operations including purchasing, budgets, and payroll.
- Supervised professional staff member and several student workers.
- Advised and supported Newcomb student organizations.
- Promoted and facilitated opportunities to collaborate on programs with departments within Newcomb College and Tulane University.
- Provided oversight in the planning and implementation of all activities and programs sponsored by the Office of Newcomb Student Programs.
- Worked closely with other Newcomb College units to coordinate the Intensive Newcomb program.
- Collaborated with the Division of Student Affairs concerning Orientation and campus programming.
- Represented the Office of Newcomb Student Programs to other campus and external communities.

- Developed and designed co-curricular programs which complement academic programs in the liberal arts and sciences.
- Created and maintained collegial relationships with LAS faculty, particularly Newcomb Fellows.
- Promoted and facilitated faculty involvement in Newcomb College programs and opportunities.

Assistant Director, Newcomb Student Programs, December 1999 – May 2004
Newcomb College of Tulane University, New Orleans, Louisiana

Developed and initiated co-curricular programs that promoted student leadership development and involved students in the college.

- Provided ongoing training to individuals and student organizations.
- Advised students on university policies and procedures.
- Advised students on planning, implementation, and follow through of programs.
- Educated students regarding various leadership styles and frameworks.
- Directed leadership development initiatives including the Newcomb Leadership Conference.
- Coordinated the overall development and implementation of first year programs including orientation.
- Built connections between curricular and co-curricular activities.
- Developed and implemented programs responsive to students' needs.
- Assisted with financial responsibilities of the office.
- Assisted in the implementation of College recognition programs.

Area Coordinator, Residential Life, August 1997 – December 1999
Southeastern Louisiana University, Hammond, Louisiana

Responsible for the management and supervision of residence halls housing 700 freshmen women, 250 sorority women, and 250 men and women in the honors program.

- Provided opportunities for enhancement and growth of resident students through hall and departmental programming.
- Involved and engaged faculty in residence hall programming through *Partners In Education* program.
- Assisted with the selection, recruitment, training, and supervision of all resident assistants.
- Advised resident assistants with planning, implementation and assessments of programs and activities.
- Assisted and educated resident assistants with peer counseling and crisis management skills.
- Coordinated staff development and community building activities.
- Served as judicial officer for the department with an emphasis on education and development.
- Provided on-call emergency assistance for all residents.

GRANT FUNDED PROGRAM

Coordinator, Teen Institute, Summer 1999

Student Affairs Program Development and Evaluation

Southeastern Louisiana University, Hammond, Louisiana

Responsible for the development and implementation of a week-long substance abuse prevention program to empower 120 high school students to resist alcohol, tobacco, and other drugs.

- Managed \$40,000 grant for summer program.
- Worked with the State of Louisiana Council on Tobacco and Alcohol to adhere to the guidelines of the grant.
- Created all special interest, recreational, and educational activities.
- Developed and facilitated leadership activities.
- Advised and supported 20 student and faculty facilitators.
- Created and developed all publications and materials.
- Promoted program to all high schools in the district.
- Organized all housing and campus needs for program.
- Completed payroll, maintained budget and handled all professional contracts.

PROFESSIONAL INVOLVEMENTS & AFFILIATIONS

National Association of Campus Activities

National Orientation Directors Association

National Association of Student Personnel Administrators

Association of Student Conduct Administrators

Association of College and Housing Officers International

Louisiana Education Research Association

MAJOR COMMITTEES

Spring Hill College Presidential Search, 2008-09

Spring Hill College Budget Advisory Council, 2011-2013

Spring Hill Cohesive Undergraduate Experience Core Member, 2012

University of Louisiana at Lafayette Director of Residential Life, 2015

University of Louisiana at Lafayette Provost's Search, 2017

University of Louisiana at Lafayette Executive Director of Admissions, 2017-2018

University of Louisiana at Lafayette Retention Committee, 2015-present

University of Louisiana at Lafayette QEP 2018-present

University of Louisiana at Lafayette SACSOC 2018-present

AWARDS AND HONORS

Southeastern Louisiana University Residence Life Service Award, 1999

Newcomb College Josephine Louise Faculty/Staff Award for Service to the College, 2000-2001

National Association of Campus Activities Volunteer Award, 2004

Spring Hill College William J. Rewak, S.J. Service Award, 2011

Ignatian Colleagues Program 2014

University of Louisiana System Leadership and Management Program 2018