

BRITTNEY L. BARRON

PROFESSIONAL EXPERIENCE

Academic Advisor II

July 2021-May 2023

University of West Georgia

- Created a New Advisor Guide for incoming advisors
- Assist in training new advisors on specific programs and mentor new advisors.
- Supervise, onboard, and train a graduate assistant in their assigned academic programs.
- Establish holistic advising and support for student caseloads of over 250 students in the following populations through graduation: Film and Video Production, Biology, Mass Communications, and Nursing.
- Register and advise students with learning support requirements
- Serve as the Team Lead for Nursing and exceeded our goal by meeting with more than 90% of our assigned students
- Organize and present enrollment data to request additional seats in Biology and nursing courses
- Access enrollment reports to make advising assignments equally distributed
- Plan appropriately timed registration audits, report course audits, and unenrolled campaigns
- Supervise a full-time team of three people

Academic Advisor I

September 2018-June, 2021

University of West Georgia

- Awarded New Advisor of the Year (2019)
- Advisor lead for Social and Behavioral Health and Sociology
- Established holistic advising and support for student caseloads above 300 students in the following majors: Psychology, Sociology, and Social and Behavioral Health (0-120 credit hours)
- Planned and implemented a registration station for the Fall 2019 semester to assist students who needed registration assistance
- Provided interventions for students at-risk of failing to progress throughout their degree programs, including academic coaching, tutoring, counseling, and other referrals as needed
- Presented orientation, training, and additional educational information to students, parents, and campus partners in groups of up to 200 people
- Met with students concerning questions and issues regarding program requirements, course overloads, change of major, academic standing, and institutional policies
- Analyzed EAB Navigate reports to monitor the graduation and retention rates of student caseloads and send communication out to students to congratulate them on raising their GPA, Dean's list, and completing their first semester
- Assisted students with academic planning, goal setting, career mapping, and exploration of major and minor offerings that aligned with individual interests for personal and educational development
- Coordinated biannual College of Social Sciences Graduating Senior Breakfast

Academic Advisor

July 2017-August 2018

Georgia Highlands College

- Supervise and train an Academic Advising intern
- Provide Academic Advising to Georgia Highland's Students, including new, returning, transfer, and post-traditional students.

- Assist students with transfer evaluations, curriculum substitutions, and learning support deficiencies.
- Collaborate with Financial Aid, Student Support Services, Registrar, and other campus partners to create a streamlined process for students in a multi-campus environment.
- Assist students in the development of career plans
- Register students with academic holds and approve overrides for computer-generated prerequisite blocks
- Attend New Student and Transfer orientation to deliver division orientation presentations to incoming students and parent groups of up to 100 people

**Director of Student Success,
Retention for Working Adult Undergraduate programs**

January 2016- June 2017

Mercer University

- Coordinated intensive student outreach in a multilevel campus environment with eight-week accelerated programming
- Collaborated with campus partners such as Financial Aid, Bursar, Career Services, etc., to promote quality enhancement initiatives
- Conducted training with staff and faculty on best practices and new retention incentives.
- Developed training material for the position
- Supervise one part-time employee
- Prepare enrollment and projection reports for the Regional Academic Centers.
- Planned Regional Academic Center retention projects by location and divisional need
- Adapted strategic initiatives as they pertain to Enrollment Management
- Provide leadership in the development, implementation, and assessment of strategies for increasing retention and graduation rates
- Develop strategies to improve onboarding processes and procedures for incoming students
- Coordinated New Student Orientations for the Regional Academic Centers
- Oversee a scholarship budget for at-risk students and formed a committee on how to determine who is eligible to receive funding
- Collaborate with Institutional Research to identify and track student success characteristics
- Created and planned summer programming across the Regional Academic Centers: Personal and Professional Summer Academy for Summer 2016 with 75 students in attendance
- Developed a recruitment strategy for students who were unenrolled and bypassed enrollment growth by 42 students
- Served as the contact for two technology vendor contracts

Admission Counselor

January 2014-December 2015

Mercer University

- Recruit and enroll working adult students for the Tift College of Education, Penfield College of Mercer University, and Eugene W. Stetson School of Business and Economics.
- Counsel students during all stages of the admission process: inquiry, applicant, acceptance, orientation, and registration to provide a concierge-level of support through the drop/add period
- Evaluate applicant files for acceptance by following policies associated with each specific program within the three colleges.
- Facilitate orientation and registration as well as prospective student information sessions.
- Run admission reports through Campus Vue.
- Network with local businesses and two-year colleges to conduct on-site recruiting efforts
- Trained new Admission Counselors and Student Ambassadors

Academic Advising Internship

20-25 hours per week, June- July 2013

University of West Georgia, EXCEL Center, Center for Academic Success

- Revised the existing departmental Orientation Manual to better serve new advisors by extending existing guides to the pre-made schedule design, creating step-by-step instructions for using Banner to create a schedule, and codifying procedures and oral traditions and converting those into written policies
- View and perform holistic academic advising sessions related to first-semester schedules for incoming freshmen
- Gained exposure to the advising process in a four-year public comprehensive university
- Recognized the importance of strong collaborative liaisons among professional advisors and academic departments

Admission Counselor Student Worker

Mercer University, Office of Admissions-Adult Programs

Fall 2011-Summer 2012

- Developed and implemented a new student orientation training program (New Student 101)
- Recruit new students by presenting at information sessions
- Organized, printed, and mailed program brochures to potential employers
- Guide and direct new students through orientation and registration

Special Education Paraprofessional

Douglas County School System

August 2007-December 2013

- Implement the Georgia Performance Standards and Common Core Curriculum by creating a goal-orientated learning environment
- Coordinate with teachers to explain different curriculum activities to students
- Generate and incorporate unique learning strategies for students with learning disabilities
- Utilize Smart Board technology in the classroom
- Assist in proctoring for the Georgia High School Graduation and the End of Course Test.

TEACHING EXPERIENCE

University of West Georgia

XIDS-2002 First-Year Seminar: Love Makes a Family

Fall 2019, 2020, 2021, 2022

- The course is designed for first-year University of West Georgia students to bring awareness to the different family dynamics students may experience to provide a sense of belonging.
- Introduce first-year students to college-level courses and student resources on campus by arranging classroom visits.
- Maintain accurate records, such as attendance and grades, and submit items by the semester deadlines.

Mercer University

HRSV 475/476-Human Service Internship Supervisor

Fall 2017-Summer 2021

- Collect yearly data for SACS accreditation
- Promote communication between the department and the internship site
- Provide the site supervisor with information about the Human Services program, evaluation, and feedback concerning student placement
- Maintain files, records, and grades and turn in documentation by the end of the semester deadline
- Assign discussion questions, review journals, and evaluate the internship paper

Adult Education GED Aid

West Georgia Technical College

Fall 2012 Semester

- Test proctor for the GED test
- Conducted training for other teaching aids
- Worked under the instruction of the instructor
- Provide instructional support to students

TECHNICAL SKILLS

ARGOS	Ellucian Degree Works
Banner Administrative Forms	Google Document Suite
Banner Batch Job	Radius
Blackboard	Starfish
Canvas	Mongoose
Campus Vue (Nexus)	Navigate (SSC/Grades First)
Constant Contact	VisualZen
D2L/Brightspace	Web Xtender

PROFESSIONAL ORGANIZATIONS

University of West Georgia

Professional Association of Academic Advisors (PAAA)

Member Spring 2019-Fall
2022

Vice President of Communication Fall 2020-Spring
2023

- Oversee university communications concerning academic advisement to academic advisors and campus partners, including creating and sending announcements of meetings, calendar invites, and publicity for any university academic advising activities.
- Maintain a current email distribution list.

National Academic Advising Association (NACADA) 2013-Present

Douglas County Chamber of Commerce 2015-2020

Leadership Douglas Class of 2016 2015-2016

- Selected to participate in a highly selective program, only 25 participants per year are accepted into the program.
- Gain knowledge and understanding of crucial issues facing our community
- Gain leadership skills by utilizing professional leadership trainers while also utilizing community resources for courses such as Health and Recreation, Economic Development, Arts and Culture, Public Safety, Social Services, Education, Government Affairs, and Water Resources

Youth Leadership Douglas Co-Chair 2017-2018

- Trained upcoming co-chairs on the duties and responsibilities
- Interview high school applicants and select participants for the summer, fall, and spring class
- Mentor 20 students for the summer, fall, and spring classes
- Plan activities for each month to expose the participants and assist in the development of an understanding of the responsibilities of community leaders, organizational leaders and
Self-development

Leadership Douglas Retreat Planning Committee Fall 2020

- Assist in planning the Leadership Douglas overnight retreat for the 2021 class.
- Facilitate activities for the retreat.

CERTIFICATES

University of West Georgia

Fall 2019

Certificate of Completion: Green Zone Training

Mercer University

Fall 2020

Certificate of Completion: Online Course Design and Delivery

EDUCATION

Mercer University

December 2013

Master of Education, Higher Educational Leadership

Academic Advising Concentration

GPA 3.77

Mercer University

July 2012

Bachelor of Science, Social Science

Human Service, Mental Health Counseling Concentration

Tau Upsilon Alpha Human Services Honor Society Member

GPA 3.68

