

DR. DOROTHEA M. MACK

SUMMARY OF QUALIFICATIONS

- 15 years of Leadership and Supervision
- 13 years of Conduct and Judicial experience
- Student and Professional Staff Programming and Training
- Project Management
- Certified Mediator for Conflict Resolution
- Green Dot Trainer for Bystander Intervention and Sexual Assault
- Assessment and Data Management
- University of South Florida's Muma College of Business Diversity, Equity, and Inclusion in the Workplace Certificate Program Recipient 2021
- Member of the Diversity, Equity, and Inclusion Taskforce
- Co-Chair of the Diversity, Equity, and Inclusion Committee (facilitator and program development)
- Research in Diversity and Inclusion
 - Multicultural Competence in Higher Education Professionals

EDUCATION

East Carolina University, Greenville, NC

December 2018

Doctor of Education in Educational Leadership

Concentration: Higher Education

Mississippi State University, Starkville, MS

May 2007

Master of Science in Counseling and Educational Psychology

Concentration: Student Affairs in Higher Education

Jackson State University, Jackson, MS

August 2002 **Bachelor of Science in Speech and Dramatic Arts**

Concentration: Speech Communications Studies

RELATED EXPERIENCE

New College of Florida, Sarasota, FL

December 2023 – Present

Director of Community Education and Standards

- Investigate and adjudicate all formal complaints against students under the New College of Florida Code of Regulations
- Advises the Community Hearing Board - Serve as the university representative to the CHB judiciary. Serve as a resource on campus policies and regulations for CHB student leaders
- Responsible for learning and maintaining Level 5 knowledge of Maxient, a student conduct management system - Maintains confidential database records of student conduct cases, providing regular reports to the Vice President of Student Affairs/Dean of Students including, and Vice President for Legal Affairs
- Effective interpersonal skills that foster positive interactions within the campus community
- Capable of producing clear, concise, and comprehensive written communications and reports

- Ability to multitask, prioritize effectively amidst changing deadlines, and exercise independent judgment with minimal supervision
- Ability to respond proactively to complex issues, develop strategic solutions, and handle confidential and sensitive incidents with composure, discretion, and respect

University of Virginia, Charlottesville, VA

September 2021-September 2023

Assistant Dean and Director of Fraternity and Sorority Life

- Skills in strategic leadership, vision, and planning
- Created and implemented a 3-year departmental strategic plan
- Providing leadership and training to professional and student staff
- Management and evaluation of professional staff (2) and student staff (5-8)
- Experience with building a team and hiring staff
- Provide support to over 4,800 students and 62 chapters among four councils: Inter-Fraternity, Inter-Sorority (Panhellenic), National Pan-Hellenic Council, and Multicultural Greek Council
- Providing risk management by being on-call/crisis management
- Respond appropriately to student incidents and coordinate emergency protocols
- Experience with assessment and data-driven decision making
- Investigation Officer for hazing cases and gathering information for Title IX cases
- Understanding of financial stewardship and budget management
- Experience with community and stakeholder engagement
- Provide programming to students and parents
- Created and presented professional workshops: Sexual Assault, Hazing Prevention, Alcohol and Drug Awareness, and Inclusion
- Experienced managing and using university software to check student status, grades, addresses, etc.
- Continues to conduct research and publish within higher education

East Carolina University, Greenville, NC

September 2020-September 2021

Co-Chair Diversity, Equity, and Inclusion Committee

- University of South Florida's Muma College of Business Diversity, Equity, and Inclusion in the Workplace Certificate Program Recipient 2021
- Created a 3-year diversity strategic plan
- Developed learning outcomes and a mission statement
- Implemented 4 Priorities
 - Accountability (Procedures/Data Systems/Assessment Planning)
 - Organizational structure (Staff/Structure/Culture)
 - Engagement (Campus Cohabitations/Community Partners/Professional Programs)
 - Infrastructure (Facilities/Budget/Revenue Generation)
- Presented on diversity topics to faculty, staff, and students

East Carolina University, Greenville, NC

January 2020-September 2021

Student Conduct Liaison for Fraternity and Sorority Life

- Assisted in the receipt of complaints and investigation of allegations of undergraduate student conduct and allegations against student organizations
- Served as a hearing officer for administrative resolution of cases of students and student organizations
- Experienced with Title IX
- Prepared and have written correspondence outreach to university offices and headquarters for fraternities and sororities regarding office policies, procedures, and university protocols

East Carolina University, Greenville, NC

April 2017-September 2021

Associate Director of Fraternity and Sorority Life

- Supervised two full-time Coordinators and directly Advised 80 students

- Oversaw a budget and Financial Management of over \$60, 000
- Investigated hazing allegations to educate the campus community better and advocate for chapter and individual accountability
- Liaison for the ECU Conduct Office: wrote and reviewed reports and conducted fact-finding meetings
- Participated on the Conduct Board to help investigate student cases
- Developed and maintained assessment reports, student grade reports, graduation, and retention rates
- Helped create strategic planning for the department
- Experienced with managing and using the university program BANNER for checking student status and grades and running general reports
- Participated in developing curriculum for leadership retreats for students and staff
- Advised the Greek Council - National Pan-Hellenic Council and indirectly advised Interfraternity Council, Multicultural Greek Council, and Panhellenic Council
- Implemented and created departmental goals and mission statements that promote diversity and inclusion
- Collaborated with other departments to increase networking and positive on-campus relationships
- Promoted diversity and inclusion through programs and collaborations with the campus cultural center and equity office

East Carolina University, Greenville, NC

January 2017-April 2017

Interim Director of Fraternity and Sorority Life

- Managed 42 Greek chapters and approximately 3,100 students
- Supervised two full-time employees and one temporary employee
- Provided leadership, direction, and advice to the four undergraduate governing councils; Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), National Panhellenic Council (NPC), and Multicultural Greek Council (MGC)
- Maintained the department budget of \$100,000
- Mediated conflicts and problem solve within the Greek community
- Assisted with hazing and Title IX investigations
- Participated on the Conduct Board to help investigate student cases
- Maintained a working relationship with National and Regional Offices for the Greek community
- Attended appropriate fraternity and sorority functions and campus events to preserve visibility and approachability
- Provided on-call 24-hour emergency support to the fraternity and sorority community
- Created and developed assessment needs for the department and provided the appropriate assessment tools when needed
- Completed an end-of-year report for the department

East Carolina University, Greenville, NC

January 2012- January 2017

Assistant Director of Fraternity and Sorority Life

- Supervised the operation of and Advised the National Pan-Hellenic Council (7 Chapters) and Multicultural Greek Council (7 Chapters)
- Advised National Pan-Hellenic Council organizations regarding their governing documents, policies, and procedures
- Mediated conflicts and problem-solving within the Greek community
- Assisted with hazing and Title IX investigations
- Participated on the Conduct Board to help investigate student cases
- Served as a resource regarding university, Greek Life, and state policies and procedures
- Fostered an environment that supports the department's values and the university's strategic commitments

Community Director of Apartments

- Supervised, trained, and evaluated student staff members
- Managed departmental budgets
- Provided academic support for approximately 210 residents
- Served as Conduct Officer for student cases occurring in residential communities
- Participated in On-Call Rotation with other professional staff
- Created and implemented educational programs based on the needs of the residents-graduate and undergraduate residents
- Oversaw/Maintained a 5-building community, including apartments and a Day Care Center
- Received training in Crisis Management related to Active Shooter, Tornado drills, Emergency Evacuation, and Counseling with Conflict mediation
- Created Learning Outcomes and Competencies for my community by using assessment tools/measures
- Provided counseling assistance and related support to residents as needed
- Designed and developed the "Action Awareness Advocate," a position that promotes inclusiveness and multiculturalism within the residence hall community
- Created educational curriculum for Diversity and Social justice class
- Co-Taught Action Awareness Advocate Diversity and Social Justice Class

Middle Tennessee State University, Murfreesboro, TN

July 2007-July 2008

Area Coordinator for Housing

- Advised 1st-year students on general course requirements
- Coordinated academic advising programs for about 400 residents
- Selected, trained, evaluated, and directed the work of the Area III Staff Team consisting of 1 Resident Director, 6 Resident Assistants, 2 Academic Assistants, and one 24-hour front desk staff
- Coordinated the safety and security of approximately 400 residents
- Served as Conduct Officer for student cases occurring in residential communities
- Participated in On-Call Rotation with other professional staff
- Responsible for daily operations of one 24-hour Front Desk Service and one 7-story Residence Hall (maintenance, lockouts, room assignments, etc.)
- Coordinated programs and floor activities for 2 Living Learning Communities: Deciding Students and First Year Experience (FYE)
- Advised Student Organization Area Government (student leadership within each residence hall)
- Adjudicated disciplinary incidents
- Developed, coordinated, and implemented programs and staff development activities for Area III Staff Team
- Shared rotating duty with 3 Area Coordinators (on-call response for a community of approximately 3000 residents); managed the Area Coordinator/Resident Director Duty Schedule

Tougaloo College, Tougaloo, MS

July 2003-September 2004

Admission Counselor/Recruiter

- Assisted students with the admissions process
- Traveled to various high schools, colleges/universities, and other educational institutions to recruit students nationally
- Coordinated recruitment events and developed student activities and student leader workshops and retreats
- Interpreted high school/college transcripts
- Performed recruitment presentations

- Created marketing brochures and pamphlets
- Maintained and created departmental budgets and reports

CAMPUS AND COMMUNITY INVOLVEMENT

- Beeler Scholars NCF
- Diversity, Equity, and Inclusion Committee ECU
- Assessment Team in Student Affairs ECU
- Organization of African American Staff ECU
- Student Staff Training SMU/MTSU
- Student Staff Recruitment SMU/MTSU
- Professional Development SMU
- Professional Residence Life Recruitment SMU

TEACHING EXPERIENCE

- | | |
|---|----------------------|
| • Introduction to African and African American Studies, (ECU) | January-May 2018 |
| • Freshman Seminar/First Year Programs, (ECU) | August 2013-May 2017 |
| • Diversity Course in Housing, (SMU) | July 2009-July 2011 |

RESEARCH EXPERIENCE

- | | |
|---|-----------------------------|
| Doctoral Research: Department of Education, Greenville, NC | August 2013 - December 2018 |
|---|-----------------------------|
- Examining Multicultural Competencies of Student Affairs Professionals Who Advised Student Organizations of Color (Topic)
 - This quantitative study quantified an advisor's multicultural competency level with a specific score.
 - Advisors who identify as a person of color are typically more multicultural competent than a person who does not identify as a person of color.

PROFESSIONAL AFFILIATIONS AND LEADERSHIP

- Board Member, East Carolina University Title IX
- Member, Association of Fraternal Leadership and Values
- Member, Association of Student Conduct Administration
- Member, American College Personnel Association
- Member, Student Affairs in Higher Education
- Member, Southwest Association of College & University Housing Officers
- Member, Southwestern Association of College and University Housing Officers