

Suzan H. Bailey
1507 Bourdeaux Drive
Ruston, LA 71270
318.254.1447 or 936.615.5364

EDUCATION

Master of Arts in General Counseling
Louisiana Tech University, Ruston, Louisiana
March 1987

Bachelor of Arts, Speech Pathology
Louisiana Tech University, Ruston Louisiana
May 1984

EXPERIENCE

GRAMBLING STATE UNIVERSITY, Grambling, Louisiana

January 2008
to Present

Certification Support Specialist/Instructor

Responsible for teaching Freshman Year Experience for Education Majors course. Work with individuals, groups and classes to develop skills in use of interactive technology in the teaching learning process. Facilitate workshops for faculty to strengthen knowledge of PRAXIS exam content and skill in incorporating test support in their classes, and facilitate workshops for students on understanding the structure of the PRAXIS examinations. Organize support activities for the teacher candidates to assist with integrating technology in the teaching learning process and successfully completing PRAXIS II examinations. Maintain files on student achievement to be used for NCATE purposes. Monitor access to SMART technology, enforce policies and procedures, and maintain the resources. Set-up and process data for research projects and conduct Educational Studies. Plan, organize and conduct workshops.

SOUTH LOUISIANA COMMUNITY COLLEGE, Lafayette, Louisiana

August 2006
to May 2007

Adjunct Instructor- College Success Seminar

Responsible for conducting courses that focus on successful strategies and skills to ensure success in the college environment, including study skills, planning and time management, diversity, problem solving, decision-making, personality type, learning styles, and setting goals.

ANGELINA COLLEGE, Lufkin, Texas

August 2002
to July 2005

Academic Counselor/Access and Assessment Coordinator

Responsible for assisting students with academic advising, degree planning and schedule building. Assist students with personal and career counseling needs and making referrals to appropriate community agencies. Assist student services staff with counseling, registration, and orientation-related duties. Maintain college and university transfer guides. Provide admission/registration and financial aid counseling for prospective students. Supervise adjunct instructors of student development class. Maintain annual correspondence with colleges and universities for the purpose of updating and distributing course equivalency guides. Developed student success program designed to assist first year students with transition to college. Assist with the team teaching of the college's study skills courses. Assist with the coordination of the student services student retention program. Conduct traditional study skills (Student Development I) lectures in class and on-line. Conduct campus tours. Assist with testing services. Administer and interpret Campbell Interest Inventory.

PANOLA COLLEGE, Carthage, Texas

June 2001
to July 2002

Counselor/Career Information Center Coordinator

Supervise advisement and counseling for academic students. Supervise the career resource center and career planning services. Assist in administering the TASP, GED, placement, and interest/aptitude tests. Supervise and participate in orientation programs. Participate in all registration activities. Develop and conduct student development seminars and workshops. Provide admission/registration and financial aid counseling for prospective students. Maintain college and university transfer guides. Maintain annual correspondence with colleges and universities for the purpose of updating and distributing course equivalency guides. Develop and monitor guidance and counseling budget. Administer Myers Briggs Type Indicator.

ANGELINA COLLEGE, Lufkin, Texas

August 2000
to May 2001

Academic Counselor

Responsible for assisting students with academic advising, degree planning and schedule building. Assist students with personal and career counseling needs and making referrals to appropriate community agencies. Assist student services staff with counseling, registration, orientation-related duties. Maintain college and university transfer guides. Provide admission/registration and financial aid counseling for prospective students. Coordinate freshman orientation activities for first semester students. Maintain annual correspondence with colleges and universities for the purpose of updating and distributing course equivalency guides. Coordinate support services for students with disabilities. Assist with the team teaching of the college's study skills courses (Student Development I). Assist with the coordination of the student services student retention program. Administer and interpret Campbell Interest Inventory.

PANOLA COLLEGE, Carthage, Texas

September 1998
to August 2000

Vocational Counselor

Responsible for the total program of vocational/technical counseling concerning matters of admission, careers and occupations, advisement, transfers, academic placement, and crisis intervention. Conduct job readiness workshops for students. Responsible for writing and monitoring Carl D. Perkins Equity and Basic grants. Provide admission/registration and financial aid counseling for prospective students. Serve as supervisor for Special Populations Specialist. Worked with fiscal agent and financial aid director regarding budgetary matters for Perkins grant. Serves as disabled student's services coordinator. Administer the Myers Briggs Type Indicator Interest Inventory.

August 1994
to August 1998

Job Placement /Recruiter

Responsible for recruiting vocational students/special populations targeted. Organize placement services and workshops for job readiness, interviewing techniques, and resume writing. Assist in student tracking and follow-up. Assist in completing state and federal reports. Assist with tutoring for students in need of remediation. Assist in student registration and advising. Conducted academic skills bank classes.

Suzan H. Bailey

-3-

Institutional Research Officer

Responsible for completing federal, state and local reports. Submit statistical information to the Texas Higher Education Coordinating Board and other reporting offices. Compile and produce the college's statistical Factbook.

August 1996 to
December 1997

Adjunct Instructor

Conducted Developmental Studies: College Study Skills classes.

August 1993 to
August 1994

Director of Special Populations

Directed special populations duties and activities for students with special academic and vocational needs. Maintained information for student tracking for state reports. Responsible for compiling and submitting reports to Texas Higher Education Coordinating Board. Vocational student recruiting. Administered the Asset and PSB aptitude test to vocational/technical students.

July 1996 to
August 1996

Adjunct Instructor

TASP Math Remediation Course

December 1993 to
March 1994

Adjunct Instructor

General Psychology Course

NORTHEAST LOUISIANA UNIVERSITY, Monroe, Louisiana

August 1990 to
May 1993

Instructor

Responsible for conducting study skills classes that are designed to help students at the post-secondary level develop skills necessary for success in college.

NICHOLLS STATE UNIVERSITY, Thibodaux, Louisiana

January 1989 to
July 1990

Instructor/Counselor, Assistant Director of Tutorial Learning Center

Provided academic and personal counseling for college freshmen. Responsible for implementing absence policy for students with excessive absences. Responsible for conducting personal adjustment and study skills classes. Responsible for supervising and maintaining day and nighttime tutoring.

May 1989 to
June 1989

Vocational/Career Counselor

Counseled dislocated workers and provided educational and vocational guidance services. Administered computerized aptitude tests and Basic English and math competency tests. Conducted interviewing skills groups. Conducted counseling sessions for individuals with emotional and social problems. (Summer employment)

TRAINING

Certified Facilitator, AchieveGlobal (formerly Zinger Miller).
Myers Briggs Type Indicator Certified - Center for Applications of Psychological Type, Incorporated
Irlen Screener
Board Certified Counselor, American Psychotherapy Association
Trained Supplemental Instruction Supervisor

ACTIVITIES

Association on Higher Education and Disability in Texas
Texas Junior College Teachers Association
Junior/Community College Student Personnel Association of Texas
Delta Sigma Theta Sorority, Incorporated