

Malaree E. Hood

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EDUCATION

Master of Science in Education, Higher Education Student Affairs **May 2020**
Fort Hays State University (FHSU), Hays, KS

Bachelor of Science in Communication, Public Relations **August 2018**
Emporia State University (ESU), Emporia, KS
Minor: Theatre

Associates of Art in Theatre, **May 2015**
Cowley College, Emporia, KS

PROFESSIONAL EXPERIENCE

Admissions Counselor

- Admissions Recruiter, Academic Affairs, Emporia State University **Current**
 - Supply Admissions information to prospective students
 - Coordinate with High School Counselors
 - Extensive work with CRM program called TagertX
 - Assist students in the Admissions Process at Emporia State
 - Advise students through the academic programs, degrees, and all aspects of student life
 - Referring students who have departmental questions

Graduate Assistant

- Fraternity & Sorority Life, Student Engagement, FHSU **2018-2020**
 - Advised Chapter Presidents, as well as the Executive Boards of IFC and Panhellenic councils
 - Advised Order of Omega to make sure they uphold academic standards
 - Developed the curriculum and trainings for the Greek Student Ambassadors
 - Planned Educational programs to build leadership and professional skills based on community values.
 - Worked with campus director for Primary Recruitment.
 - Worked with IFC to create measurable goals to meet by the end of 2020
 - Developed a curriculum and trained Recruitment Counselors for Primary Recruitment
 - Worked on Assessments for Educational Programs

Summer 2019 Practicum

- Student Activities, Student Engagement, FHSU **Summer 2019**
 - Created and reviewed business contracts for outside companies
 - Organized, planned, and executed AfterDark, (a late night alternative activity night)
 - Researched and created a social media marketing plan
 - Planned and facilitated a retreat for the University Activities Board
 - Created an online safety waiver for future events
 - Trained members and staff on Microsoft Teams
 - Reviewed event surveys, provided a summary report, and constructive feedback for future events
 - Created and facilitated team building activities

Fall 2019 Practicum

- Transition, Diversity and Inclusion, Student Engagement, FHSU **Fall 2019**
 - Organized, coordinated, and facilitated New Student Spring Orientation
 - Collaborated with outside departments to set up a browsing fair for incoming students
 - Planned, developed, and facilitated a safe zone training for students groups on campus
 - Researched best practices for Student Engagement offices to better serve students

- Researched and developed a presentation on white privilege in the workplace
- Created a SWOT analysis of the Student Engagement office from the merge to now

RELATED UNDERGRADUATE EXPERIENCE

- Fort Hays State University **Mar. 2020 to May 2020**
 - University Cares Team - When Covid-19 sent my institution online, some of my responsibilities went to advising, supporting, and being a resource to around 85 students on a weekly basis. I kept them up to date with Covid information from the university and well as finding them resources to ensure academic success.
- Sigma Sigma Sigma Sorority **Aug. 2015 to May 2018**
 - Panhellenic Delegate
 - Social Events Chair
 - Membership Recruitment Director
- University Activities Council Emporia, Ks, **Aug. 2017 to May 2018**
 - Worked with the budget and made sure events were fully planned as well as attended council meetings, helped plan big events and coordinated with talent managers for schedules and lodging.

PRESENTATIONS AND PROFESSIONAL DEVELOPMENT

- ACPA West Regional Conference, Kansas City, MO, **October 2018**
- Tilford Diversity and Inclusion Conference, Fort Hays State University **October 2018**
- AFLV Conference, Indianapolis, IN **February 2019**
- NASPA National Conference, Las Angeles **March 2019**
- NODA Region IV, Fayetteville, AR **March 2019**
 - Hood, M., & Templeton, A. (2019, March 17). The Space Where Orientation and Fraternity and Sorority Traditions Collide. Speech presented at NODA Region IV Conference in Arkansas, Fayetteville.
- Wayne Reynolds Union Directors Meeting, K-State **July 2019**
- NACA Central, Arlington, TX **October 2019**
- NASPA Region IV-West, Fargo, ND **October 2019**
- AFA Annual Meeting, Anaheim, CA **Dec. 2019**
- Hood, M., (2020, January 29). White Privilege in the Workplace. Presentation to the Student Engagement office at Fort Hays State University.
- NACA Live, Denver, CO **February 2020**

LEADERSHIP

- Student Affairs Graduate Association – FHSU
Vice President of Social Events, 2018-2019
Member, 2018-Present

VOLUNTEER EXPERIENCE

- Environmental Scholarship Committee, FHSU **2019-2020**
- Group facilitator, HESA Conference, FHSU **2019**
- Facilitator and small-group leader, First Year Institute, FHSU **2018**
- Division of Student Affairs, Student Affairs Events Committee, FHSU **2018**
- Mentor, Big Brothers Big Sisters, Emporia, KS **2015-2017**

HONORS AND AWARDS

- Order of Omega **Emporia State University Greek Honor Society**