

# Audrey D. Wilson

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## **PROFESSIONAL EXPERIENCE:**

*Angelo State University*

San Angelo, TX

Director – ASU OneCard Program (March 2004-present)

- Developed and implemented the change from the ASU RamCard program to the ASU OneCard program.
- Manage day-to-day operations of the OneCard office, including training and supervision of staff and/or student assistants;
- Administration of building/room access approvals, privilege verification, identification, and photo processes.
- Knowledge of legal issues for the card and be able to advise departments on legal uses of the card and database.
- Ensure appropriate financial controls are established and followed.
- Develop policies and procedures for the administration of the program, ensuring continuity, accuracy and compliance with fiscal and other regulations.
- Serve as university liaison with vendors to resolve hardware/software problems or issues affecting operation of the OneCard program;
- Facilitate participation in the program and use of the OneCard by providing customer-oriented services and assistance to users.
- Monitor contract agreements and vendor performance to ensure that all royalties, fees, and other compensation due to the university are accounted for and received; advise supervisor of contract or major operational problems.
- Ensure staff compliance with Angelo State University's policies, procedures, and work rules.
- Participate in the development of marketing strategies and plans for the One Card program;
- Develop and recommend plans for the expansion and enhancement of the program's services and revenues.
- Prepare and administer the departmental operating budget

*Angelo State University*

San Angelo, TX

Assistant Director – Residence Life (March 1998 – March 2004)

- Manage day-to-day operations of the ASU RamCard program
- Administration of building/room access approvals, privilege verification, identification, and photo processes.
- Knowledge of legal issues for the card and be able to advise departments on legal uses of the card and database.
- Ensure appropriate financial controls are established and followed.
- Develop policies and procedures for the administration of the program, ensuring continuity, accuracy and compliance with fiscal and other regulations.
- Serve as university liaison with vendors
- Facilitate participation in the program and use of the RamCard by providing customer-oriented services and assistance to users.

- Ensure staff compliance with Angelo State University's policies, procedures, and work rules.
- Participate in the development of marketing strategies and plans for the RamCard program;
- Develop and recommend plans for the expansion and enhancement of the program's services and revenues.
- Assist with the administration of the university housing policy.
- Process all requests for exemption to the university housing policy.

*Angelo State University*

San Angelo, TX

Interim Director – Residence Life (May 1999 – December 1999)

- Responsible for all aspects of the university's residence life program
- Responsible for all aspects of the ASU RamCard program

*Angelo State University*

San Angelo, TX

Assignment Coordinator – Residence Life (July 1995 – March 1998)

- Responsible for assignments to all residence halls and apartments
- Responsible for all assignments to family housing units
- Supervision of student staff
- Coordinate notification of hall and room assignments
- Problem resolution with regard to assignments

*Angelo State University*

San Angelo, TX

Student Assistant – Residence Life (August 1988 – July 1995)

- General office duties

## **Education**

Angelo State University – San Angelo, TX

Master of Arts Degree, May 2005

Angelo State University – San Angelo, TX

Bachelor of Science Degree, May 1994