

Angelo State University, San Angelo, TX

2003 – 2006

Student Assistant

- Performed standard assistant duties for the Information Technology Department.
- Scheduled and attended regular meetings with Department Heads.
- Assisted in project management for implementing ASU's new information technology systems.
- Coordinated sessions and provided training materials for faculty and staff on the new information systems.
- Provided customer service over the phone and in person regarding ASU's information systems.

Angelo State University, San Angelo, TX

2003 – 2007

Preview/Soar Leader

- Registered students for Fall semester classes.
- Discussed and answered questions that students and their parents had about Angelo State.
- Gave tours of Angelo State to prospective students and their parents.

EDUCATION

Bachelor of Business Administration in Management, Angelo State University, 2007

Advising Certificate, Angelo State University, 2012

Master of Education in Student Development and Leadership in Higher Education, Angelo State University, 2012

NACADA/NCAA Academic Success and the Student-Athlete, 2014

COVID-19 Contact Tracing Certificate, Johns Hopkins University, 2020

AWARDS and ORGANIZATIONS

Phi Kappa Phi, Member

Phi Delta Kappa, Membership Chair, Angelo State University Chapter

Sigma Kappa, Zeta Kappa Chapter Alumna

2011-2012 Who's Who in American Universities and Colleges

Wonderful Women of ASU, 2012, 2013, 2014

ASU Staff Senate, Senator, 2013, 2014

NACADA, 2014

CURRICULUM VITAE

ANGELO STATE UNIVERSITY

San Angelo TX 76901
joel.sefcik@angelo.edu

EDUCATION

Angelo State University, San Angelo, TX
M.Ed Student Development and Leadership in Higher Education **2012**

Angelo State University, San Angelo, Tx
Advising Certificate

Angelo State University, San Angelo, TX
B.B.A Management **2007**

AWARDS

Who's Who in American Universities and Colleges **2011-2012**

TEACHING EXPERIENCE

Angelo State University, San Angelo, TX
Instructor – USTD 1101 **2013-2016**

Developed syllabus and overall course structure, administered all grades, met with students upon request.

Angelo State University, San Angelo, TX
Assistant Instructor, Department of Curriculum and Instruction – EDG 6305 2015-2020

Angelo State University, San Angelo, TX
Instructor, Freshman College – GS 1181 **2022**

RELATED EXPERIENCE

Angelo State University, San Angelo, TX
Associate Athletic Director of Academic Services/Senior Woman Admin 2013 – current

- Administer and oversee academic support initiatives for student-athletes, including tutorials, testing programs, advising programs.
- Supervise and coordinate any graduate assistants, student assistants, or volunteer assistants in this area.
- Design and implement support programs that will increase retention rates.
- Implement early testing programs to identify “at risk” student-athletes.
- Design and implement opportunities for student-athletes to develop time management and study skills.
- Coordinate use of university academic support programs.
- Work closely with coaches and athletic administrators to guide student-athlete academic success.

- Maintain appropriate records to verify compliance with all institutional, conference, and NCAA rules and regulations.

PROFESSIONAL DEVELOPMENT

Lone Star Conference Women in Athletics Seminar	2013
ASU FERPA Training	2013
ASU Title IX Training	2013
Lone Star Conference Women in Athletics Seminar	2014
ASU FERPA Training	2014
ASU Title IX Training	2014
Lone Star Conference Women in Athletics Seminar	2015
ASU FERPA Training	2015
ASU Title IX Training	2015
Lone Star Conference Compliance Seminar	2016
NCAA Regional Rules Compliance Seminar	2016
Lone Star Conference Women in Athletics Seminar	2016
ASU FERPA Training	2016
ASU Title IX Training	2016
Lone Star Conference Women in Athletics Seminar	2017
ASU FERPA Training	2017
ASU Title IX training	2017
NCAA Regional Rules Compliance Seminar	2018
Lone Star Conference Compliance Seminar	2018
Lone Star Conference Women in Athletics Seminar	2018
ASU FERPA Training	2018
ASU Title IX Training	2018
NCAA National Convention	2019
Drug Free Sport NCAA Policy and Bylaws Webinar	2019
Everfi Sexual Assault Prevention for Student-Athletes Webinar	2019
Everfi Supporting Student Mental Wellbeing Webinar	2019
Women Leaders in College Sports Convention	2019
NCAA Legislative Seminar	2019
Lone Star Conference Women in Athletics Seminar	2020
NCAA National Convention	2020
Communities of Belonging: Racial Justice Lens Part 1: Understanding the Perspectives of Student-Athletes on Racial Justice Webinar	2020
NCAA Regional Rules Compliance Seminar	2020
Johns Hopkins University COVID-19 Contact Tracing Certificate	2020
Lone Star Conference Women in Athletics Seminar	2021
ASU FERPA Training	2021
ASU Title IX training	2021
NCAA National Convention	2021
NCAA Compliance Webinar	2021

Joe'l B Mathews
Associate Athletic Director of Academic Services/Senior Woman Administrator

NCAA National Convention	2022
NCAA Regional Rules Compliance Webinar	2022
ASU Title IX Training	2022
Women Leaders in College Sports Convention	2022
NCAA Inclusion Seminar	2022
NCAA Transgender Update	2022
TTU Simple Truths of Leadership Webinar	2022