

Kimberly Tate
Curriculum Vitae

EDUCATION

Master of Education

December 2015

Student Development & Leadership in Higher Education Administration
Academic Advising Certificate
Angelo State University, San Angelo, TX

Bachelor of Arts

May 2007

Exercise Science and Sports Studies & Business Administration
McMurry University, Abilene, TX

PROFESSIONAL EXPERIENCE

Registrar & Director of Admissions and Records

May 2015 – Present

Clovis Community College

Clovis, NM

- Administratively responsible for the Office of Admissions & Records, including the supervision of seven staff members
- Coordinated all aspects of the college catalog and course schedule
- Responsible for the implementation of semester schedules, and the activation of registration and deadlines
- Developed processes for efficient and effective student service in the areas of admission, registration, transcripts, transfer evaluations, degree evaluations, and graduation
- Initiated the communication related to academic standing and institutional honors
- Served as web master for all content related to admissions, enrollment, transferability, military, and records
- Directed graduation requirements and commencement processes, including the commencement ceremony
- Oversaw admissions and enrollment operations for remote office located at Cannon Air Force Base, including MOU compliance and processing tuition assistance requests
- Served as primary reporting official for AI, MyCAA, GoArmyEd, and NSC
- Established and oversaw departmental operating budget
- Implemented and conducted FERPA training for all necessary faculty and staff
- Ensured FERPA compliance and implemented new policies and procedures in order to do so
- Developed training manual related to all activities required for admissions, registration, and records processing
- Primary manager of Banner Student, including catalog, schedule, admission, registration, and CAPP

Director of Athletic Admission & International Student Coordinator

February 2012 – April 2015

McMurry University

Abilene, TX

- Developed collaborative working procedures between athletic coaches, financial aid, registrar, faculty and admission
- Counseled prospective student athletes (freshmen and transfers) on the NCAA Eligibility Center process and NCAA Division II Eligibility requirements
- Evaluated initial academic eligibility requirements for prospective student athletes and reported academic/admission information
- Maintained accurate athletic recruiting information within the university student information system – including visits (official/unofficial) and communication
- Maintained records for new student athletes receiving an athletic scholarship and coordinated awarding process with Financial Aid Director and Compliance Officer
- Coordinated specific athletic recruiting days, including informative presentations and seminars
- Actively participated in the construction of the institutional strategic plan
- Reviewed all documents submitted for admission and processed admission decisions based on university requirements
- Served as PDSO and monitored the immigration status of international students, ensuring that USCIS, DHS, and university regulations were met and reported through SEVIS
- Ensured compliance for the F-1 visa program
- Developed an International Student Training Manual
- Maintained Admission & Recruitment Coordinator responsibilities as well (listed below)

Interim Director of Admission

February 2011 – February 2012

McMurry University

Abilene, TX

- Administratively responsible for the Office of Admission, including the supervision of nine staff members
- Managed day-to-day operations and functions within the department
- Developed and implemented aggressive enrollment plans integrating admission and financial aid strategies supporting institutional new student growth initiatives
- Coordinated implementation of a heightened overall communication plan for freshmen and transfers
- Completed a new, fall student increase of 16% during tenure
- Oversaw admission processes and procedures, including the application and evaluation processes, and necessary catalog changes
- Developed and oversaw departmental operating budget
- Collaborated with Director of Financial Aid & Vice President of Financial Affairs on developing institutional budget

- Assisted Financial Aid with packaging for all new students and collecting verification paperwork
- Primary manager and trainer of CRM and SIS – JRM, Jenzabar EX
- Maintained Admission & Recruitment Coordinator responsibilities as well (listed below)

Admission & Recruitment Coordinator

June 2008 – February 2011

McMurry University

Abilene, TX

- Organized, planned, and facilitated five on campus Preview Day programs and three Orientation programs per year – including development of innovative activities, coordination of faculty and other departmental involvement, creation of schedules, supervision of student workers and staff, design and edit promotion materials, implementation of informative presentations, and secure catering and facility details
- Planned out of town recruiting events and receptions in designated cities, for prospective students – including design invitations, coordination of alumni and faculty representation, secure off campus facilities and catering contracts, provide presentations on student life, financial aid, degree programs, athletics, and admissions
- Responsible for interpreting, evaluating and processing academic transcripts (international, freshmen and transfer)
- Maintained detailed student records by performing data entry of courses, grade point calculation, and scholarships
- Maintained financial aid packages for incoming freshmen and trained staff on process of financial aid packaging
- Counseled prospective students and families on the college selection process, admission requirements/procedures, registration process and financial aid
- Administered staff training – including improvement of detailed training manual and advising coworkers
- Effectively communicated the registration process and assisted students in selecting between their academic options
- Prepared independent and overall strategic plan, along with assessment tools, progress & statistical reports
- Interviewed candidates for admission and function as prospective student advocate through review process

INSTRUCTIONAL EXPERIENCE

Angelo State University Graduate Adjunct Instructor – 2018-Present

CCC Freshman Seminar Instructor (Hybrid, Instructional Television, and Face-to-Face) – 2015-Present

McMurry 101/Freshman Seminar Instructor – 2011-2012

LEADERSHIP & AWARDS

Clovis Community College:

Statewide Common Course Numbering Committee – 2016-Present

Higher Learning Commission Persistence & Completion Academy – 2015-Present

Admissions & Standards/Appeal Committee Chair – 2015-Present

Curriculum Council – 2015-Present

Retention Council – 2016-Present

Compliance Committee – 2016-Present

Strategic Planning Committee – 2015-Present

McMurry University:

Alumni Association Board of Directors (elected by the AABOD) – 2015-Present

Staff Council Chair (elected by entire McMurry Staff) – 2013-2015

Leadership Team – 2013-2015

Athletic Council – 2012-2015

Foundations of Excellence Steering Committee and Transitions Committee – 2014-2015

Centennial Vision Leader – 2014-2015

Admission Standards Chair – 2011-2015

Curriculum Committee – 2011-2015

Appeals Committee – 2008-2015

Men's Fraternity Advisor – 2014-2015

TACAC Camp College Mentor (1 of 25 selected from a pool of 300+ applicants) – 2014

PROFESSIONAL MEMBERSHIPS

Rocky Mountain Association of Collegiate Registrars and Admissions Officers (RMACRAO) Member – 2015-Present

National Association for College Women Athletics Administrators (NACWAA) Member – 2014-Present

National Association for College Admission Counselors (NACAC) Member & Conference Attendee – 2008-Present

American Association of Collegiate Registrars and Admissions Officers (AACRAO) Member – 2008-Present

Texas Association for College Admission Counselors (TACAC) Member & Conference Attendee – 2008-2015

Texas Association of Collegiate Registrars and Admissions Officers (TACRAO) Member – 2008-2015

NCAA Regional Rules Seminar Attendee – 2012, 2013