

Meghan J. Pace, M.Ed. & M.A.

Angelo State University • Center for International Studies

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EDUCATION

- Angelo State University, San Angelo TX, May 2018: *Master of Arts – Major Area: Communication*
- Angelo State University, San Angelo TX, December 2008: *Master of Education – Major Area: Student Development and Leadership in Higher Education*
- Angelo State University, San Angelo TX, June 2008-August 2008: *Germany, Austria & London Study Abroad Program*
- Angelo State University, San Angelo TX, August 2000 – Major Area: *Bachelor of Journalism and Mass Communication*

SUMMARY OF PROFESSIONAL QUALIFICATIONS

- Eighteen years of higher education experience; 13 of these years in international education
- Extensive work with developing and maintaining recruitment and admissions plans plus 8 years of international travel for recruitment
- Knowledgeable of academic standards and best practices in enrollment management and operations
- Extensive experience with Study Abroad program operations
- Experience leading a team of professional staff and utilizing technology to improve processes and efficiency
- Excellent written and verbal communication skills including intercultural communication

EXPERIENCE

- Director, Center for International Studies, Angelo State University: January 2015-Present*

Overall management of the CIS and associated programs; Develops strategies for taking the University to a new level of prominence in international education and studies; Leads and manages the University's Center for International Studies, which is responsible for Study Abroad, including the Student International Scholars Program; Faculty International Advancement Program; Summer Institute Program; International Student and Scholars Services; and English Language Learners Program and coordinate with the College of Education the K-12 International Education Program; Supports and expands opportunities for faculty to teach, conduct research, and engage in other academic opportunities abroad; Explores research grant opportunities and submit proposals to assist faculty and students with group study abroad and international exchange projects; Implements, promotes, and assesses the University's internationalization initiatives by working closely with the provost, academic deans, administrative offices, and faculty committees; Engages with national and international organizations that further international education and studies; Builds on existing relationships with overseas universities and other institutions and develop new programs in cooperation with academic units.

- Assistant Director and Coordinator for International Student & Scholar Services, Angelo State University: March 2008-December 2014*

Plan, develop and manage international student recruitment including setting goals and initiatives; Oversee and manage financial budgets; Acting Department of Homeland Security PDSO for the SEVIS database administration; Recruit and develop new international partner institutions; Liaison for current international institutional partners; Review international agreement proposals and recommend modifications; Assist with all Study Abroad operations; Oversee the processing of international student admissions applications, including the review of foreign credentials and supporting documents; Design and develop electronic and print media for marketing and recruiting; Maintain an effective website and other social media; Develop and organize

international student orientation, International Education Week activities, Study Abroad workshops and other event programming for the ASU campus; Support, prepare and train staff to develop a professional unit; Create and analyze data reports for enrollment initiatives

▪ *Transfer Services Coordinator & International Student Advisor, Angelo State University:*
September 2004-February 2008

Assist with the planning of international and domestic student recruitment; Assist with transfer articulation agreements; Review of admission credentials; Evaluate all study abroad credit transfers; Perform detailed transcript credit evaluations; Assist with the development of communication strategies for prospective students; Assist with the design and development of marketing materials; Work collaboratively on admissions application automation; Assist with the implementation of the software system, Banner; Assist with the planning of events for prospective students on and off campus

▪ *Admissions Assistant, Angelo State University:*
August 2000-August 2004

Greet customers in a friendly and professional manner; Responsible for the processing of admissions applications and supporting documentation; Assist with events and programs for prospective and new students; Assist with the Oracle document imaging project; Assist with the retention and management of documents; Provide support to professional staff

MEMBERSHIPS AND CERTIFICATIONS

- 2016-2017: Texas Speech and Communication Association University Committee Member
- January 2015-Present: Academic Affairs Council Member, Angelo State University
- December 2010-Present: Study Texas Member, Serving on the Board of Directors, Past Secretary 2010-2014
- June 2008-Present: U.S. Passport Acceptance Agent
- January 2006-Present: ASU International Education Committee and Data Standards Committee Member
- January 2006-Present: TACRAO Member, Served on the Communications Committee for 3 years
- August 2005-Present: ASU International Students' Association Advisor
- October 2003-Present: NAFSA Member, Delivered Conference Presentations at State and Regional Conferences
- October 2003-Present: IIE Member and current Brazil Scientific Mobility Partner
- August 2008-2010: Angelo State University Staff Senator

KNOWLEDGE AND RELEVANT SKILLS

- Extensive knowledge of academic programs, academic standards and co-curricular activities
- Extensive knowledge of International Office procedures, practices and processes
- Ability to perform work requiring accuracy and attention to detail
- Skilled in written and verbal communication, public speaking and interpersonal relations, working with people from diverse populations
- Knowledge of personnel management, training and problem solving

PAPERS PRESENTED AT CONFERENCES

- Pace, M. (2016, October). *The Anti-Smoking Campaign*, Texas Speech Communication Association Conference, San Antonio, TX.
- Sara Currie, Dustin Dodson, Meghan Pace, & Shay Williams, *Fisher's Narrative Paradigm and persuasive message on the consumption of energy drinks*. Angelo State University. Accepted for presentation at the 2016 Convention for the Texas Speech Communication Association.

RESEARCH & AREAS OF INTEREST

- Nonverbal Communication
- Crisis Communication
- Small Group Communication
- Organizational Communication