

Angela K. Perry*Associate Academic Advisor*

SAM Center
Sam Houston State University
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EDUCATION:**Sam Houston State University, Huntsville, TX**

- Masters of Higher Education Administration w/Advising Certificate
- Employee Assistance Program: Fall 2017
- Graduation Date: Est. May 2020

Sam Houston State University, Huntsville, TX

- Bachelor of Business Administration in General Business
- Graduation Date: May 9, 2014
- President's Employee Scholarship: Fall 2011 thru Spring 2014
- Excellence in Writing Certificate, May 2003

WORK EXPERIENCE:

03/15-present

Associate Academic Advisor**Sam Houston State University, Huntsville, Texas**

Advises enrolled and prospective students regarding academic programs and curriculum. Maintains student files updated through their academic careers and makes changes to records as necessary. Provides retention advising to students on probation. Assists with resolving academic issues. Assists with coordinating orientation sessions for groups of incoming students. Assists with recruiting high school or community college students and gives presentations to small or large groups. Analyzes and processes degree plans and degree exceptions. Assists all student populations regardless of field of study. Acts as a liaison among students, faculty, and university constituents. Helps train new advisors and assists faculty advisors. Interprets university policies, procedures, and curriculum to students, faculty, and administration. Communicates advising programs and services to students in individual settings or classroom presentations. Helps prepare reports when needed. Performs other related duties as assigned. Regular contact with students, faculty, and staff and administrators. This position may be designated as a Campus Security Authority (CSA).

08/13-03/15

Degree Works Specialist

Sam Houston State University, Huntsville, Texas

Assist the Registrar's Office by aiding in the development of degree plans, troubleshooting data inaccuracies, and providing needed assistance to degree candidates and students. Provide assistance to degree candidates and students in the areas of degree evaluations and processing exceptions to degree plans. Assist with the development of degree requirements into Degree Works as specified by the Degree Works Analyst. Trouble shoot using knowledge of academic history and complexities of software to maintain degree plans to assure advisement is accurate with the student population. Assist and lead other Registrar staff in the evaluation of degree candidates and the processing of degree plan exceptions using Degree Works. Communicate effectively with the campus staff and student population the policies and procedures of the university. May provide help with the organization of commencement ceremonies and is required to attend all commencements. Attendance and involvement in other university events outside of the normal workweek may be required. Performs other related duties as assigned.

06/11-07/13

Registrar Assistant II - Lead Front Line Person

Sam Houston State University, Huntsville, Texas

Provides information regarding academic and general University policies and procedures as they apply to student records and/or registration. Specific duties may include but are not necessarily limited to: supervising specific functions at registration, processing student resignations, processing grade changes and corrections to academic records, maintaining record of microfilmed reports documents, processing degree applications, maintaining degree plans, commencement activities, enrollment employment verifications, assisting students, former students, faculty, and staff with requests for information, providing the university community with TSI information and support, communicating verbally and in written form and in a concise and effective manner and being able to read and translate legislative issues and documentation in order to effectively provide the university with accurate, up to date information concerning TSI. Translation of legislative issues is needed to keep the university TSI compliant. Performs other related duties as assigned.

10/10-05/11

Registrar Assistant I

Sam Houston State University, Huntsville, Texas

Provides information regarding academic and general University policies and procedures as they relate to student records and/or registration. Specific duties may include but are not necessarily limited to: assisting at registration; preparing transcripts; answering telephones; assisting students, former students, faculty, and staff with requests for information; entering data via computer terminal; imaging; and other clerical or general office tasks as assigned. Performs other related duties as assigned.

6/07-10/10

Financial Aid Assistant I

Sam Houston State University, Huntsville, Texas

To perform clerical duties of a varied and complex nature which require some experience and the occasional use of independent judgment. To perform clerical and accounting tasks of a varied and complex nature such as, but not limited to: receptionist for the office providing routine information to the public and other SHSU departments; maintain moderately complex files; type routine reports and correspondence; and enter data into computer as needed. Performs other related duties as assigned. Loan processor, load money in to system, apply/disburse funds, certify loans, answer phones, work the front desk, work the switchboard, help co-workers with loan questions, assist students with questions about financial aid, work with various lenders and companies and other duties as assigned.

Presentations:

University 1301: Grades, GPA and more - a presentation by the Sam Center. (2015, September)
Sam Houston State University, Huntsville, Texas

University 1301: Grades, GPA and more – a presentation by the Sam Center. (2016, October)
Sam Houston State University, Huntsville, Texas

University 1301: Grades, GPA and more – a presentation by the Sam Center. (2017, February)
Sam Houston State University, Huntsville, Texas

Professional Skills:

Proficient in Microsoft Word, Microsoft Excel, Power Point, Sam Menu, Nell System, Banner Operating System, Degree Works, Quick Books, basic knowledge of most medical software and internet use.

PACS System (computerized digital medical film)