

Megan St. Vigne

stvigne@shsu.edu – 936-294-4453

1901 Avenue I – Suite 170, Huntsville, TX 77340

EDUCATION

MS, Academic Advising – May 2014

Kansas State University – Manhattan, KS

Course work covered the study of American and multicultural students and how university policies/practices influence and shape their collegiate experience, student learning styles and strategies to enhance academic performance, and career development.

BS, Recreation and Leisure Studies, emphasis in Sports Management – May 2009

University of North Texas – Denton, TX

Course work covered leadership, management, and event programming, implementation, and evaluation.

WORK EXPERIENCE

Senior Academic Advisor – May 2017-Present

Sam Houston State University (SHSU), Huntsville, TX

Advise enrolled and perspective students for 60 programs across all colleges while serving as a liaison between students, faculty, and university constituents to ensure quality delivery of advisement in addition to responsibilities regarding training, assessment, and development.

Responsibilities:

- Serves as a resource for academic advisors and students, working collaboratively with administrators, student workers, and other staff.
- Development of an advisor-training program for advisors within the Student Advising and Mentoring Center to ensure uniform and quality advisement for all students.
- Design programs relevant to students in their academic pursuits.

Associate Academic Advisor – March 2015-May 2017

Sam Houston State University, Huntsville, TX

Advised enrolled and prospective students for 60 programs across all colleges and relay pertinent information to all students/prospects about the advising process at Sam Houston State University.

Responsibilities:

- Provided individualized guidance tailored to the student's degree to ensure proper enrollment in courses that were relevant and kept student on track within their degree plan.
- Conducted retention advising for all students on probation or suspension to assist students in understanding requirements to return to good standing and to continue

progressing within their degree.

- Examined student's records who have enrolled for their last semester(s), prior to filing for graduation, in order to confirm that all requirements for their degree are being satisfied.

Academic Advising Specialist – January 2015-March 2015

Sam Houston State University, Huntsville, TX

Advised enrolled and prospective students for the Bachelor of General Studies program and relayed pertinent information to all Bachelor of General Studies inquiries.

Responsibilities:

- Reviewed student's degree records and provided individualized guidance to ensure students enrolled in courses each semester relevant to their degree.
- Responded to inquiries about the Bachelor of General Studies program ensuring proper information was distributed and responses were sent in a timely manner.
- Assisted with grading for the Capstone UNIV 4301 course and ensured the prompt return of student assignments with constructive feedback.

Student Services Associate – August 2010-May 2014

University of North Texas Health Science Center (UNTHSC), Fort Worth, TX

Maintained and coordinated various daily activities, including scheduling of events and maintenance of equipment for this 8,000 square foot facility while directly overseeing all administrative documentation for 2,000+ members.

Responsibilities:

- Created monthly, quarterly, and yearly reports reflecting membership breakdown and usage of the facility to ensure accuracy of numbers for documentation purposes.
- Acted as official timekeeper for approximately 7-10 employees; assuring time and attendance reports were accurate and paid correctly.
- Established an appropriate yearly budget anticipating revenues, equipment expenses and operational expenses to meet goals of the office and division of student affairs.

UNIVERSITY WORK

Member—Frontier Set Leadership Team, SHSU (Fall 2016-Present)

Member—Re-Imagining the First Year (RFY), Curriculum Bucket, SHSU (Fall 2016-Present)

Member—Re-Imagining the First Year (RFY), Inter-Divisional Team, SHSU (Fall 2016-Present)

Member—Executive Director of Student Advising & Mentoring Search Committee, SHSU (2017)

Grader—Foundations of Science Critical Thinking Achievement Test, SHSU (2017)

Interviewer—Sam Houston Enhancing Leadership In and Through Education (S.H. E.L.I.T.E.) Program Panel Interview Workshop, SHSU (2015)

Chair—Office of Health Promotion Student Committee, UNTHSC (Fall 2011-Spring 2014)

Coordinator—Office Olympics Professional Development, UNTHSC (Fall 2012, Spring 2013)

GRANTS

Frontier Set Grant (PI Dr. Brian Loft), Sam Houston State University (Fall 2016-Present)

CAMPUS PRESENTATIONS

UNIV 1301: *Grade points, GPA's, and more.* (Fall 2015, Spring 2016, Fall 2016, Fall 2017),
SHSU, Huntsville, TX

Healthy Eating on a Budget. (Spring 2011, Fall 2012, Spring 2013), UNTHSC, Fort Worth, TX