

BRIAN MCCOLPIN

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EXPERIENCE

DEC 2018 – PRESENT

ASSOCIATE DIRECTOR OF STUDENT ACTIVITIES, SAM HOUSTON STATE UNIVERSITY

Assist the director in the preparation, presentation, and administration of departmental budget. Coordinate assessment tasks as related to assigned departmental responsibilities. Conduct long and short-range planning. Develop and recommend policies and procedures to the director. Organize, coordinate, manage and schedule activities. Supervise coordinator and direct strategic goals/operations for Spirit Programs, Special Events and Traditions, Program Council (PC), and Center for Diversity and Intercultural Affairs (CDIA). Produce publications such as organization guideline, contracts, agreements, monthly activities calendars, organizations handbooks, newsletters and promotional materials. Assist student representatives in developing position on issues of importance to them and the means by which they may best be presented. Develop coordinate ongoing student leader training programs. Maintain appropriate liaison with campus programmers, facility managers, faculty, and other staff who can impact student development. Ensure compliance with applicable departmental and university policies and local, state, and federal requirements. Coordinate travel for department of student activities. Plans, develops, estimates, schedules, coordinates and directs various design and construction projects. Assigns and delegates tasks and projects, directs, manages, monitors and evaluates activities of assigned staff in these areas. Prepares, evaluates and manages requests for qualifications and proposals. Oversees and monitors assigned project budgets and schedules. Reviews and authorizes requisitions for services and authorizes payments. Fiscally responsible for various operating and project related accounts and confers and provides direction to staff to maintain budgets and schedules of projects. Manages design and construction within budget and time constraints and responsible for altering management of potential cost/schedule overruns. Negotiates and manages projects related concerns and disputes.

SEPT. 2012 – DEC 2018

ASSISTANT DIRECTOR OF STUDENT ACTIVITIES, SAM HOUSTON STATE UNIVERSITY

Directs and guides the spirit program and activities. Develops and establishes goals and objectives and implements techniques for evaluating the spirit program. Identifies areas of improvements and revises spirit programs. Develops and reviews budget and fundraising for teams. Represents Sam Houston State University (SHSU) at Universal Cheerleaders Association (UCA) and National Cheerleaders Association (NCA) meeting and conferences. Reviews guidelines, procedures, rules and regulations form UCA, NCA, and University Interscholastic League (UIL) and ensures and monitors compliance. Plans, develops, coordinates, monitors, and evaluates Spirit Programs policies and procedures. Schedules tryouts, secures choreography, and supervise Spirit Program participants, which consists of Sammy (SHSU Mascot), Cheer Squads, and Dance team. Develops ways to promote school spirit and involvement to include marketing and promotion of events and distribution of advertising and promotional materials. Provides leadership direction for student assistants which includes scheduling and coordinating practices and appearances. Establishes a strict and compliant code of conduct for all spirit program participants and ensures policies and procedures

are followed and implements discipline procedures. Makes travel arrangements for all squads to home and away athletics events. Attends and Supervises all home and away conference, play-off, and championship football, basketball, and volleyball games. Attend and supervises all cheerleading, orange pride dance team, and mascot practices, national competitions, show-offs in preparation for national competitions, team/mascot camps, and Fall, Spring, and Summer try-outs and summer workdays. Supervises grades checks and scholarship disbursements. Plans and executes traditional and newly developed programs and events. Performs other related duties as assigned.

JUNE 2008 – 2012

SPIRIT PROGRAM COORDINATOR, SAM HOUSTON STATE UNIVERSITY

I am responsible for running the spirit program with recruiting, game management, marketing, advising student's education and planning programs for student activities. Along with four nationally ranked programs and fundraising 100,000 dollars every year.

EDUCATION

DECEMBER

MASTERS OF HIGHER EDUCATION ADMINISTRATION, SAM HOUSTON STATE UNIVERSITY

Academic Advising Certificate

DECEMBER

BACHELOR OF ARTS, MOREHEAD STATE UNIVERSITY

Minor in Women's Studies

DECEMBER

ASSOCIATE OF ARTS, COFFEYVILLE COMMUNITY COLLEGE

Minor in Women's Studies

SKILLS

- AACCA (American Association Cheerleading Coaches & Advisors) - safety certified 2020
- Academic Advising Certificate 2018
- Coached 25 Collegiate National Championship Teams at UCA, UDA, NCA, and NDA.
- Coached Stunt National qualifiers
- Coached World teams- Gold, Silver, Bronze finishers
- Coached 10 High School National Championships
- First Aid Certified 2020
- Excellent communication skills, experience in photography, digital printing, and knowledge of Adobe InDesign, Limited Adobe contribute Web Design
- Coach several teams that attended UCA/UDA, STUNT, NCA/NDA College/All Star/High School nationals
- Coached Numerous State Championships