

# Tyler Cooper

## EDUCATION

### **Master of Education, Higher Education Administration**

Georgia Southern University

May 2021

### **Bachelor of Science in Business Administration**

Middle Georgia State University

December 2018

## PROFESSIONAL EXPERIENCE

### **Sam Houston State University**

*Program Coordinator, Center for Diversity & Intercultural Affairs*

Huntsville, TX

Aug. 2021

- Plans, executes, and evaluates campus-wide programs to educate the campus community with regard to multicultural/diversity issues.
- Serves as the primary staff person responsible for coordinating the University's efforts for cultural and diversity celebrations.
- Supervise, trains, and advises the Diversity Council, a student programming board that coordinates and executes up to twenty (20) cultural and diverse events a semester.
- Works closely with University-wide Diversity Committee, the Diversity Leadership Conference Committee, and other Diversity committees as assigned.

### **The University of Texas at Austin**

*Admissions Recruiter*

Houston, TX

July 2019-2021

- Conduct presentations on the undergraduate experience, value of a degree, and admissions process of The University of Texas at Austin.
- Represent the university at regional, high school, and community college fairs and programs. Travel frequently throughout territory to implement strategic recruitment strategy. Includes some travel to other regions of the state as needed.
- Assist with implementation and execution of events hosted by the Office of Admissions. Work towards advancing the goals of the Office of Admissions.
- Actively participate in the selective holistic review of applications.

### **Middle Georgia State University**

*Admissions Recruiter*

Macon, GA

June 2018- July 2019

- Communicates with prospective students, family members/guardians and high school counselors in both verbal and written forms
- Creates and maintains prospect information in the customer relationship management system (TargetX); prepares reports to track territory results, maintains records of territory management and activity within the CRM
- Attends professional development opportunities within the University and externally, such as AACRAO

- Upholds policies, standards and ethics of a representative of the University System of Georgia and an employee of the State of Georgia

### HONORS/SPECIAL ACTIVITIES

#### **Diversity and Inclusion Center (at Mercer University)**

Jan. 2020 – May 2020

##### *Diversity & Inclusion Intern*

- Created a podcast that fostered a diverse and inclusive environment
- Coordinated the alumni series which displayed student success
- Created marketing materials such as flyers and social media content

#### **American College Personnel Association**

March 2020

##### *Presenter*

- Cain, E. J. & Cooper, T. (2021, March). *Framing conversations within Critical Race Theory: A strategy for educators* [Conference Workshop]. ACPA - College Student Educators International Annual Convention, Long Beach, CA, United States. <http://convention.myacpa.org/>

#### **Brothers of Leadership & Distinction (B.O.L.D) at Middle Georgia State University**

##### *President*

2016 – 2018

- Directed recruitment and activities for this student organization that supported initiatives designed to help African American male students stay in school, progress toward earning degrees, and to graduate
- Oversaw student-lead activities that focused on peer mentorship, leadership development and career preparation
- Received Organization of the Year during tenure as president

#### **Student Government Association, Middle Georgia State University**

##### *Member*

2015-2018

- Served as a student member of the Student Conduct Board Panel hearing
- Represented students to the University administration

### TECHNOLOGY

- TargetX Customer Relationship Management System (CRM) on Salesforce platform
- Slate Customer Relationship Management System
- Microsoft Office