

# Brittany Sheehy

7620 Bristol Park Drive, Apollo Beach, FL 33572 \* (727) 743-1875 \* bsheehy@usf.edu

## EDUCATION

---

### **Doctor of Philosophy in Curriculum and Instruction: Concentration in Higher Education Administration**

University of South Florida: Tampa, Florida

Expected graduation: May 2019

### **Master of Education in Curriculum and Instruction: Concentration in College Student Affairs**

University of South Florida: Tampa, Florida

May 2009

### **Graduate Certificate: Career Counseling**

University of South Florida: Tampa, Florida

May 2009

### **Bachelor of Arts: Journalism, Second Major: Political Science**

University of South Florida: St. Petersburg, Florida (Magna Cum Laude)

May 2006

## WORK EXPERIENCE

---

### **University of South Florida, Assistant Director**

#### **College of Marine Science**

St. Petersburg, FL 2014-present

- Provide academic policy advising to students and faculty in the College
- Organize and track the fellowship applications for the College's Endowed Fellowship awards
- Manage the College's financial aid account (USGS Project) to make sure timely payments are made and that it is kept balanced
- Process and make tuition payments for students that are on faculty grants or funded through the CMS financial aid account
- Work with Student Health Services to make sure all of our Fellows and Graduate Assistants/Teaching Assistants have their health insurance paid and processed
- Work with Director of Academic Affairs to track and allocate Teaching and Graduate Assistants and ensure that tuition waivers are completed each semester
- Create and update College Brochure
- Organize and plan Student Lunch with the Dean each month
- Manage new course planning and program change process
- Process Graduate Catalog editing and submission
- Communicate with Admissions Assistant and Director of Academic Affairs on newly admitted students and create College offer letters
- Track and organize data of all active students including funding resources and fellowships that have been awarded.
- Manage Accolade database for students who are given external awards
- Plan new student orientation each fall and meet with each student individually to ensure complete understanding of college processes, resources, and his or her individual status (funding, transfer courses, etc.)
- Generate, analyze, and manage all data reports for NSF, OSER, Annual Report, and other data requested by the Director of Academic Affairs and Dean
- Update Alumni tracker each semester with contact and employment information
- Plan and organize the annual College of Marine Science Professional Development Workshop
- Address academic issues as they arise (probation, petitions, withdrawals, leave of absence, etc.)
- Process Graduation Clearances for all students by reviewing files of pending graduates and follow-up as needed
- Monitor student progress to degree including probation, track and reach out to students at risk of non-completion
- Coordinate course schedule planning process with all faculty to create a class schedule for College
- Coordinate space requirements and classroom logistics as needed to ensure seamless delivery of instruction
- Maintain plan for College course offerings for each discipline
- Determine offerings each term and review schedule for errors before it goes live

- Monitor student registration period to make sure our students are maintain full-time status if required by their funding status as well staying in compliance the enrollment policies
- Redesigned entire filing system for the Academic Affairs office and transitioned all student and faculty files from paper to electronic files
- Created new admissions process and tracking system (went from Direct Receipt to utilizing BDMS with Tampa)
- Develop rapport with each faculty member and student to maximize efficiency between myself, the faculty, and the students
- Created FAQ section for Academic Affairs SACSCOC Review
- Collaborate and communicate constantly with the staff in the Registrar's Office and the Office of Graduate Studies to ensure a seamless experience for students
- Serve as a point of contact with Director of Academic Affairs for student complaints, grievances and academic coursework issues
- Facilitate and manage faculty activity reporting for teaching credit and student evaluations
- Provide administrative support for mid-tenure, tenure and promotion applications
- Attend professional development trainings and conferences to improve processes as applicable
- Travel to Tampa for Graduate Studies and general university meetings to stay current on policies and receive updates
- Serve on the Curriculum Committee and Honor and Awards Committee for the College
- Created Academic Affairs Office Standard Operations Manual
- Hire, train, and supervise Academic Affairs Office Federal Work Study Assistant
- Served on Department of Chemistry's hiring committee for an Academic Program Specialist
- Created Standard Operating Procedures Manual for the Academic Affairs Office
- Chaired Alumni Committee for College's 50<sup>th</sup> Anniversary
- Initiated new transfer policy for master student applicants

### **University of South Florida, Academic Advisor**

Tampa, Florida 2012-2014

#### **Department of Educational Leadership and Policy Studies and Department of Adult, Career and Higher Education**

- Provided academic and admissions advising to students in the both Departments for approximately 400 students in seven graduate programs
- Managed new course planning and program change process
- Processed and complete Graduate Catalog editing and submission
- Communicated with prospective students and applicants to complete application process, review applications, make admission decisions, process graduate admissions applications
- Planned and organized orientations for new admits in the Ph.D. and M.Ed. in Educational Leadership
- Planned and organized the annual Adult, Career, and Higher Education Retreat for faculty and students
- Met with students for course selection, plan of study completion, and subsequent change forms
- Addressed academic issues as they arise (probation, petitions, withdrawals, leaves of absence)
- Processed Graduation Clearances for all students by reviewing files of pending graduates and follow-up as needed
- Monitored student progress to degree including probation, track and reach out to students in risk of non-completion
- Coordinated course schedule planning process with all faculty to create class schedule for Departments
- Maintained three year plan for program course offerings for each program
- Determined offerings each term and review schedule for errors before it goes live
- Monitored student registration period for low or over-subscribed sections and adjust schedule accordingly
- Redesigned entire filing system for both Departments and transitioned from paper to electronic files
- Created new admissions process and tracking system
- Developed a strong relationship with faculty to maximize efficiency between myself, the faculty, and the students.
- Updated and manage websites for each Department
- Created and completed reports for academic data as needed

- Collaborated and communicated constantly with the staff in the Registrar's Office and the Office of Graduate Studies to ensure a seamless experience for students

### **University of South Florida, Department of Chemistry, Academic Advisor**

Tampa, FL 2010-2012

- Provided academic advising to students in the Department of Chemistry for approximately 4,000 students in seven majors
- Presented students with information regarding pre-health professions and career options
- Researched health profession schools to provide students with accurate information for applying to different institutions
- Developed thorough academic plans for probation, dismissal, and ROTC students
- Assisted students in the interpretation of university policies and procedures
- Issued permits for registration and initiated course evaluations with faculty members
- Reviewed pre-requisite requirements and course descriptions for department and recommended revisions to the catalog and Banner
- Served as a member of the Department of Chemistry Undergraduate Council
- Performed various administrative tasks such as issuing permits, removing holds and checking prerequisites
- Planned and organized the Department's Week of Welcome event for undergraduates and pre-health fair
- Assisted with pre-health professions advising presentations on various topics

### **Everest University Online, Admissions, Senior Executive Admissions Representative**

Tampa, FL 2006-2007 & 2010-2012

- Called and prospected for students who were interested in pursuing an online degree
- Trained and mentored new employees on how to be successful admissions representatives
- Communicated clear and concise information to students about the university, via telephone
- Advised students on the financial aid process
- Guided students through the entire enrollment process until they were cleared to start school
- Collected weekly data on the numbers of students called and contacted, presentations given, estimates accepted, students enrolled, and students cleared to start school
- Coordinated transcript evaluations through Registrar's office for transfer students
- Met enrollment goals under pressure
- Served as a continuing resource for students until completion of their degree

### **University of South Florida, Transitional Advising Center, Graduate Assistant**

Tampa, FL 2007-2009

- Re-directed students who had been dismissed from college or major due to GPA requirements not being met
- Assisted students with major reselection for those who had lost interest in their current field
- Advised students who had questions or issues regarding academic (SASS) reports and GPA information using BANNER
- Hired, supervised, trained, and scheduled Federal Work Study students to work the front office
- Explained and presented to academic probation students the different resources that were available on campus to assist them with their academic success
- Substituted for University Experience instructors when they were absent
- Processed all Academic Regulation Committee petitions that came to the office
- Created and presented advising workshops for first-year and undecided students
- Created brochures, designed websites, and developed useful resource tools for students

### **University of South Florida, Career Center, Graduate Assistant**

Tampa, FL 2008

- Instructed students on how to use Optimal Resume software
- Critiqued student resumes and provided feedback for improvement
- Applied career theories to different situations such as the appointment sessions and used career assessments
- Developed a Q & A form outlining how the career counseling process works
- Observed career counselors during their student appointment sessions

- Reorganized the career library to enable easy access by students and staff

## HIGHLIGHTED EXPERIENCES

---

### Publication: NACADA

- Sheehy, B. (2016, December). Graduate student success: A model that works. **2016**  
Academic Advising Today, 39(4).  
<https://www.nacada.ksu.edu/Resources/Academic-Advising-Today/View-Articles/Graduate-Student-Success-A-Model-that-Works.aspx>

### Directed Research: Vice President of Student Affairs: Dr. Thomas Miller **2016**

- Wrote Data Analysis Report of the Beginning College Survey of Student Engagement (BCSSE) and National Survey of Student Engagement (NSSE) for the University of South Florida 2015 class

### Poster Presentation, NACADA Region 4 Conference, Orlando, FL **2016**

Sheehy, B. & Nelson, C. (2016, March) *"Theory to Practice: Graduate STEM Student Advising & Faculty Relationships"*

### Pre-Health Fair, University of South Florida, Tampa, FL **2011**

- Developed, Planned and Organized a Pre-Health Professions fair with over 250 participants
- Recruited Health Professional schools and programs as well as student groups to participate
- Advertised using social and print media

### Publication: NACADA **2009**

Sheehy, B. (2009). 20 Something manifesto: Quarter-Lifers speak out about who they are, what they want, and how to get it. *National Academic Advising Association Journal*  
[http://www.nacada.ksu.edu/Journal/bkrev\\_1103.htm](http://www.nacada.ksu.edu/Journal/bkrev_1103.htm)

### Majors Fair, University of South Florida, Tampa, FL **2008**

- Created, Planned and Organized Created academic majors fair at USF.
- Recruited advisors and departments on campus to attend
- Planned, organized, and conducted majors fair.

### Concurrent Presentation, Florida NASPA Drive-In, Tampa, FL **2008**

Sheehy, B. & Abbott, T. (2008, October) *"PartHERship: A Living Learning Community for Women: Workshop presentation"*

## TEACHING EXPERIENCE

---

### University of South Florida St. Petersburg, University Success **2016**

- Developed syllabus and integrated specific first-year topics such as time management and study skills
- Taught the course hybrid style and created lectures and online content through Canvas
- Organized guest speakers and onsite presentations to supplement in-class topics

### University of South Florida, University Experience Instructor **2011**

- Developed syllabus and integrated specific first-year topics such as time management and study skills
- Lead a class volunteer trip to the Salvation Army homeless shelter
- Organized guest speakers and onsite presentations to supplement in-class topics

### University of South Florida, University Experience Teaching Assistant **2008**

- Created new syllabus which included class guidelines, assignments, and grading criteria
- Conducted several classes, as well as reviewed and graded papers
- Evaluated student presentations several times during the semester

## **SKILLS**

---

- Ability to advise students with barriers to college completion and enroll students in college
- Demonstrated high level of productivity and staff training and supervision experience
- Organizational skills and able to handle several tasks simultaneously and work under pressure
- Interpersonal skills with ability to communicate pertinent information clearly and succinctly
- Experience marketing services to clientele through brochures, social media, and development of resource tools
- Computer skills including Microsoft Word, PowerPoint, Publisher, Wiki, and academic management software (BANNER, Web Reports, Student Evaluation Mart, SASS, FileMaker, DegreeWorks, Blackboard, CANVAS, FAIR, Finance Mart, CampusVue, INFO CENTER, Web Reports)

## **COMMITTEES**

---

- Administrative Advisory Council: University of South Florida 2015-Present
- Honors and Awards Committee: College of Marine Science: 2014-Present
- Curriculum Committee: College of Marine Science: 2014-Present
- Academic Regulations Committee for the College of Arts and Sciences: 2011-2012
- Professional Development Committee for Academic Advisors: 2010-2012
- Department of Chemistry Undergraduate Council: 2010-2012

## **PROFESSIONAL ORGANIZATIONS**

---

- American Education Research Association (AERA)
- National Academic Advising Association (NACADA)
- Toastmasters District 48
- Student Affairs Administrators in Higher Education- (NASPA)
- Association of College Student Affairs (ACSA) - University of South Florida