

## Julia Schomburg Hawkins

### Relevant Experience

**Morehead State University**, Morehead, KY 8/2006- present

*Director of Career Services*: Responsible for all career and employment development programs that serve students, alumni, faculty, and staff for the main campus and four regional campuses.

- Serve as co-coordinator of the Provost's College-to-Career committee.
  - Research, report, change, and defend career services regarding national trends and regional employment needs.
  - Suggest career and academic structure for student success programs.
  - Developed "Four-Year Guide" for college success.
  - Attend state and regional meetings regarding employment and higher education and report to administration (Council on Post-Secondary Education, KY Workforce Summit, Shaping Our Appalachian Region).
  - Present to and meet with Eastern Kentucky CEO Roundtable.
- Collect and submit First Destination Survey data to NACE; use data to support academic departments in accreditation
- Steering Committee member for President's Leadership Academy (PLA).
  - Design and facilitate workshops (PLA) for faculty and staff that include: MBTI and Leadership, MBTI and Teamwork, Stress Management, Business Etiquette, Dining Etiquette, etc.
- Serve on Industrial Engineering Advisory Board. Address members twice per year.
- Regularly represent MSU, University Advancement, and Career Services at events and news productions.
  - Promote MSU and Career Services to potential students and parents at Open Houses.
- Completed a SWAT analysis to evaluate career services to develop a new system to offer services university wide, including five (now four) regional campuses.
- Navigated the reconstruction of a stand-alone centralized career services department.
- Negotiated funds for budget of new career services. Created annual departmental budget.
  - Utilize **DataTel –Colleague** to manage operating budget and revenue budgets.
- Negotiated the re-organization of Career Services from Academic Services to University Advancement.
- Created mission, structure, and philosophy of the new career services department.
- Purchased the first on-line career management system for the university through **NACE-Link (Symplicity)**.
  - Created new administrative structure of the system and trained staff.
  - Increased resume referral 57% and on campus recruiting by 54%.
- Wrote job descriptions for career staff. Assist MSU departments with job descriptions, interviewing, and supervision of staff.
- Supported Financial Aid in the training and use of Symplicity system to post and manage student employment (work-study).
- Hired, trained, and supervised career advisors in career decision making models and ethical recruiting. Utilize **PeopleAdmin** for hiring and evaluation of staff.
- Hire, train, and supervise Psychology graduate students (GA s) as part time career counselors.
- Recruited and trained instructors to teach EDGC 105 (Career Planning) and MSU 400 (The World of Work). Taught several sections of both.
  - Deconstructed these classes during re-organization; reworking structure for First Year Seminar.
- Developed learning contract for internship program, including requirements, read and evaluated student's reflective journals and issued grades.
  - Hired and trained new internship coordinator.
- Created a line of communication to deans of all colleges to offer career services and instruction.
- Met with employers both at MSU and through employer site visits to promote employer participation in internships, Service Learning, and hiring MSU graduates.
- Regularly meet with Alumni Relations and Office for Development to create programming, recruit potential employers, and career related donations.
  - Participate as senior staff for University Advancement.
  - Implemented Career Services Corporate Sponsorship opportunities into MSU Development giving booklet.

- Coordinate alumni career services and Professional Networking Program.
- Organized and implemented spring and fall career fairs; increased employer attendance by 39%.
- Co-wrote, edited, and published the first MSU Career Guide. Supervise staff and submissions of booklet.
- Created database to maintain statistics on department. Completed non-academic audit for university. Compiled annual report.
  - Used data for departmental responses to ranking questionnaires (U.S. News, Peterson's, etc.) and SACs accreditation.
  - Hired and trained new Career Technical Specialist.
  - Created "Eagle-Eye" on Career Services to highlight MSU to potential employers.
- Provided career testing and assessment (MBTI, Strong, etc.).
- Provided individual career counseling and job search coaching.

**University of Kentucky, Lexington, KY 9/2000 - 8/2006**

**Director of MBA Career and Leadership Center:** Responsible for career counseling and leadership development for graduate level students of the Gatton College of Business, Martin School of Public Policy, and the Patterson School of Diplomacy.

- Promoted to Director of MBA Career Services from Assistant Director of Undergraduate Career Services at the Gatton College
- Associate Director of the Stuckert Career Center and administrative member of the Stuckert Management Team.
- Reviewed resumes, interviewed, hired, trained and helped supervise professional and hourly staff.
- Developed and facilitated "Executive" level workshops and professional development programs including resume writing, interviewing, job search, salary negotiations, etiquette, budget and first year on the job, etc.
- Developed and maintained networks with regional, state, and national employers.
- Coordinated Career Fairs including the Business Career Fair, Spring Career Expo, and the Diversity Networking Receptions.
- Collected and reported employment and salary statistics according to MBACSC guidelines.
- Utilized e-Recruiting to post internships, jobs, workshops, and employer information sessions.
- Chaired the Bridge to Employment Team (included members from across campus who worked with outside employers for students and alumni).

**Assistant Director:** Responsible for Career counseling and development for business undergraduates and alumni at the Gatton College of Business.

- Developed and facilitated workshops.
- Taught B & E 300, Career Development in Business.
- Designed newsletters, pamphlets, and flyers to market program to students.
- Wrote and edited the university-wide Career Guide.
- Coordinated and managed budget for the Business Career Fairs.
- Developed and maintained relationships with employers.
- Acted as liaison to other departments and represented the Stuckert Career Center, the Gatton College of Business, and Student Affairs to campus and community events.

**Bluegrass Regional Mental Health, Harrodsburg, KY 7/1999 - 9/2000**

**Therapist:** Evaluate, diagnose, and prepare treatment for patients of a suicide crisis unit.

- Assessed at-risk patients at intake and designed treatment plans.
- Facilitated group therapy sessions.
- Mediated family interventions; activated conflict management remedies.
- Created educational activities for career and life planning.
- Interpreted various tests and inventories for assessment and diagnosis.
- Reviewed resumes, selected candidates, contacted references, interviewed, and trained new therapists and mental health associates; created schedules.
- Kept unit statistical data.

**Garrard County Schools, Lancaster, KY 10/1997 - 7/1999**

Substitute Teacher

**University of Kentucky, Lexington, KY 1/1995 - 10/1997**

Staff Assistant, Office for Experiential Education: Office management.

- Assisted students with internships, shadowing, and Service Learning.
- Represented Experiential Education at Career Fairs and presentations to promote services.
- Trained and supervised student workers.
- Input data for payroll (HRS system).
- Managed budget lines (FRS system).
- Created new Excel databases to manage office statistics.

Coordinator of the Student Volunteer Program: Assisted community agencies in coordinating their volunteer needs with potential student volunteers.

- Offered information about volunteer and Service Learning to classes and organizations.
- Created and maintained relationships with potential agencies needing volunteers.
- Served on the VanMeter Award Committee.
- Served on the Diversity Committee.
- Served on the Keys to KERA Committee.
- Attended state Service Learning conferences.

### Memberships

NACE (National Association of Colleges and Employers)

NCDA (National Career Development Association)

Past President

KACE (Kentucky Association of Colleges and Employers) formerly KACECE (Board Member)

Past Board member

Kentucky Chamber of Commerce

Morehead Rowan County Chamber of Commerce

PSI CHI (Honor Society in Psychology)

### Education

University of Kentucky, Lexington, KY

PhD candidate in Family Studies (all course work complete; currently withdrawn)

Emphasis on wage and employment equity

- The Governor's Task Force on Women - Committee on Economic Status of Women in Kentucky
- One of six lead writers compiling the final submission of *Economic Development and Employment 2002*.

Master of Science, Family Studies May 1999

Received "Outstanding Graduate Student" 1999

Thesis: *The Relationship of Fatalism to Depressive Symptomatology Among Older Adults*.

Bachelor of Arts, Psychology, May 1995

University of Michigan, Flint, MI

Clinical and Community Psychology 1989 - 1993

Senior Thesis: *Fairy Tales: An Examination of Gender, Occupation, and Choice of Favorite Childhood Stories*.