

## **LIZBETH CARA SKEAT RAY, PH. D.**



### **EMPLOYMENT HISTORY**

#### **Associate Dean of Student Life**

**University of North Georgia, Gainesville, Georgia**

**1/13 -- Present**

- Provide leadership for Gainesville Campus Office of Student Involvement, including supervision of full-time and part-time Gainesville Campus Office of Student Involvement staff members
- Supervise Student Centers on Gainesville and Dahlonega campuses, creating welcoming environment for students, faculty, and staff. Coordinate furniture purchases, building usage policies, and assessment efforts.
- Oversee the Student Activity Fee Allocation process on the Gainesville Campus, ensuring correct allocation procedures and equitable funding for student groups
- Provide training and consulting to student organization leaders and advisors in areas such as funding, budget management, leadership, student travel, and risk management
- Oversee assessment for Offices of Student Involvement on Gainesville, Dahlonega, and Oconee campuses: Coordinate with directors and coordinators of all areas of Student Involvement on all three campuses to ensure consistent assessment, help them meet their goals, and ensure that assessment is used to make beneficial decisions and changes
- Signature authority for over \$500,000 in Student Activity Fee money and all activity-related contracts
- Direct Orientation on the Gainesville Campus, working with Director of First Year Experience to align vision, mission, leader training, and assessment.
- Assist Dean of Students with numerous Gainesville Campus areas, including conduct cases, serving as the hearing officer for all student-organization-related conduct cases, member of Behavioral Intervention Team, and other duties as assigned
- Advise Student Government Association

#### **Director of Student Life, the Student Center, and Orientation**

**3/06 – 1/13**

**Gainesville State College, Gainesville, Georgia**

- Supervise professional, graduate, and support staff to ensure successful operation of programs and facilities
- Supervise Student Center, creating welcoming environment for students, faculty, and staff. Coordinate furniture purchases, building usage policies, and assessment efforts. Chair Student Center Advisory Committee to ensure campus buy-in for facility.
- Oversee the Student Activity Fee Allocation process, ensuring correct allocation procedures and equitable funding for student groups
- Provide training and consulting to student organization leaders and advisors in areas such as funding, budget management, leadership, student travel, and risk management
- Lead office assessment projects, including Student Center utilization report, Co-Curricular Transcript usage report, and numerous program needs, satisfaction, and outcomes assessment efforts
- Signature authority for over \$500,000 in Student Activity Fee money and all activity-related contracts
- Coordinate Student Advisement, Orientation and Registration (SOAR) program. Successfully obtained a Graduate Assistant position for this program.
- Advise Student Government Association
- Coordinate office publications (student handbook, student organization manual, and orientation materials)
- Member, GA-400 University Center Task Force, Student Leadership Conference Planning Committee, Strategic Planning Committee

#### **Associate Program Director**

**11/03 – 3/06**

**Georgia Institute of Technology, Atlanta, Georgia**

- Advised Student Center Programs Council committees on developing social, educational, and cultural programs and activities
- Oversaw the Options program (75 extracurricular classes), including supervising Graduate Assistant
- Managed annual budgets totaling over \$200,000 in Student Activity Fees and revenue

- Negotiated contracts for major entertainers
- Managed the Craft Center, a 1900 square foot operating area, including supervising student employees
- Assisted in office assessment efforts
- Member of Emerging Leaders Advisory Board
- Instructor of GT 1000, a two-hour for-credit freshman seminar

**Associate Director for U.S. Operations**

**7/02 – 10/03**

**Golden Key International Honour Society, Atlanta, Georgia**

- Managed membership recruitment and programming efforts for 70 chapters of philanthropic honor society
- Chaired Staff Training Committee to develop and implement new-staff curriculum
- Managed annual budget of \$25,000

**Coordinator for Student Development**

**6/00 – 6/02**

**North Carolina Wesleyan College, Rocky Mount, North Carolina**

- Advised Campus Activities Board, Student Government Association, and Fee Allocation committee
- Managed budgets totaling \$55,000 plus signature authority for \$150,000 in Student Activity Fees
- Provided leadership development training for various student groups
- Created office publications such as Advisor Manual and brochures for various programs and services
- Adjunct faculty member for credit-bearing Leadership Development and College 101 courses
- Negotiated contracts for student programs
- Member of Orientation Planning Team, Multicultural Awareness Committee, Step Show Committee, and various Title III implementation committees

**PROFESSIONAL INVOLVEMENT AND EXPERIENCES**

**National Council on Student Development**

**10/07**

- Attended Community College Student Development Leadership Institute

**Member, American College Personnel Association**

**1/00-Present**

- Attended Mid-Level Managers' Institute 2007

**Cluster Facilitator, The Leadershape Institute**

**7/03**

- Volunteer staff for one-week leadership training program for top college students
- Facilitated small-group discussion of leadership issues including vision, mission, goal development, resource identification, and skill improvement

**Communications Coordinator**

**9/00 – 5/02**

**National Association for Campus Activities Southeast Region**

- Worked with graduate student to improve and maintain website
- Edited quarterly newsletters and Conference Update
- Regional Leadership Team Member

**SELECTED PRESENTATIONS AND PUBLICATIONS**

- "Hearing students' voices: Effective use of qualitative assessment techniques." Presented with Katie Hight at Emory Student Affairs Assessment Conference, Emory University, Atlanta, GA, October 11-12, 2010.
- "Creating Community on a Non-Residential Campus." Presented with Katie Hight at the Southern Regional Orientation Workshop, Louisville, KY, March 11-14, 2010.
- "Including student voices: Effective use of qualitative assessment in student affairs." Presented with Katie Hight at Georgia College Personnel Association Annual Conference, Emory University, Atlanta, GA, February 25-27, 2010.
- "Social Connection Strategies of Academically Underprepared College Students." Presented at the Annual Conference on the First Year Experience, Denver, CO, February 12-15, 2010.
- "Imagination in action: Powerful orientation collaborations." Presented at American College Personnel Association Annual Convention, Washington, D. C., March 27 – April 1, 2009.
- "Female graduate students' perceptions of family and professional roles." Presented (with coordinating presenter Dr. Merrily Dunn) at American College Personnel Association Annual Convention, Washington, D. C., March 27 – April 1, 2009.

- “Finding a diamond in the rough: Building your own leadership conference from scratch.” Presented at Georgia College Personnel Association Annual Conference, Athens, GA, February 25-27, 2009.
- Skeat, L. C. & Mullendore, R. M. (2009). Student perceptions of learning outcomes of on-campus employment while in college. *Michigan Journal of College Student Development* 13(1), pp. 22-26.
- “Students (L)earning: Student Perceptions of the Outcomes of On-Campus Employment.” Presented at American College Personnel Association annual convention, Atlanta, GA, March 29 – April 2, 2008.
- “Creating Community with Geese: How to Adopt a Mascot.” Presented at American College Personnel Association annual convention, Atlanta, GA, March 29 – April 2, 2008.
- “Constructing a Decision-Making Process that Includes Everyone: Using Consensus Decision-Making in Student Organizations.” Presented at Georgia Collegiate Leadership Conference, Athens, GA, February 9, 2008.
- Skeat, C. (June 2007). Outcomes Assessment in Community Colleges. *Georgia Journal of College Student Affairs*.
- “Programming 101.” Presented at Georgia Collegiate Leadership Conference, Athens, GA, February 10, 2007.
- Skeat, C. (January 2007). Using Focus Groups to Assess Student Activities. *Student Activities Journal*, 9-10.
- Skeat, C. (November 2006). Advising Student Leaders. *Student Activities Journal*, 23 – 24.
- Scott, J. & Skeat, L.C. (2006). Outcomes Assessment Contextual Statement. In L. Dean (Ed.). *The CAS book of professional standards for higher education*. Washington, DC: Council for the Advancement of Standards for Student Services/Development Programs.
- “Leadership Styles.” Presented at Association for the Promotion of Campus Activities Annual Conference, Atlanta, GA, March 1-4, 2006.
- “Give Your Left Brain a Break: Using Arts and Crafts in Student Programming.” Presented at Association for College Unions International Region 6 Conference, Atlanta, GA, November 12, 2004.
- “Promising Practices: Lessons Learned from Using Outdoor Adventure During Orientation.” Presented at American College Personnel Association annual conference, Long Beach, CA, March 16 – 20, 2002
- “Putting Your Leadership Experiences to Work for You!” Presented at National Association for Campus Activities Southeast Regional Conference, Birmingham, AL, October 6, 2001.
- Skeat, L.C. & Hirt, J.B. (2001, September 28). Cognitive Development and Student Leadership Experiences [10 paragraphs]. *Net Results: NASPA’s Ezine for Student Affairs Professionals* (online serial).
- “Consensus Decision Making: A Different Way to Teach Communicating, Cooperating, and Collaborating.” Presented at the Southwest Virginia Leadership Conference, Radford University, February 24, 1999.

## **EDUCATION**

Ph.D. in Student Affairs Administration, December 2009

University of Georgia, Athens, GA

Dissertation: “Social Connection Strategies of Academically Underprepared College Students”

M. A. in Educational Leadership and Policy Studies (Higher Education and Student Affairs), May 2000

Virginia Polytechnic Institute and State University, Blacksburg, VA

Thesis: “Cognitive Development in Student Leaders and Non Leaders”

B. A. in Political Science with Departmental Honors, May 1998

Guilford College, Greensboro, NC