

Tom Smith

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EDUCATION

COLORADO TECHNICAL UNIVERSITY

Colorado Springs, CO

M.S. Organizational Leadership and Change (Feb 2019)

WEST VIRGINIA UNIVERSITY

Morgantown, WV

B.S. History (Dec 2008)

PROFESSIONAL EXPERIENCE

Colorado Early Colleges Aurora

Aurora, CO

Interim Head of School

Aug 2020 – Present

- Oversees the daily operations of the campus, including staff, facilities, finances, students and programming• Ensures compliance with CSI, CDE, and CEC policies and regulations• Cultivates a culture of wellness, empowerment and a grit and growth mindset• Nurtures family and student relationships to achieve institutional objectives

Colorado Early Colleges Aurora

Aurora, CO

Director of Academic and Career Advising

Jan 2020 – Present

- Lead a team of three advisors responsible for advising roughly 400 students • Member of the Campus Leadership Team• Responsible for ensuring student pathways align with outcome directives from regulatory bodies• Maintain and form stakeholder relationships to develop robust program offerings

American Sentinel University

Denver, CO

University Registrar

Jun 2018 – Feb 2020

- Developed and lead a team of six direct reports, whose duties align with university registrar operations as well as data analytics and strategy • Voting member of the University Academic Policy committee • Strategic Planning and Institutional Effectiveness member • Responsible for developing departmental budget and data extraction for the University budget

Colorado Technical University

Aurora, CO

Re- Enrollment and Doctoral Specialist

Jun 2017 – Jul 2018

- Engaged former students who have been withdrawn for over 365 days, specifically working together to strategically overcome barriers that lead to withdrawal or dismissal • Collaborated with the Vice President of Academic Operations to matriculate students into the appropriate program versions• Assisted international students with enrollment, VISA appointments, I-20 issuance, CPT and the maintenance of their F-1 status.

South University

Pittsburgh, PA

Academic Director

Feb 2015 – Jun 2017

- Developed and supervised a team of fourteen Academic Counselors who were responsible for assisting predominately non-traditional students with academic achievement • Created and implemented a strategy of retention and progression of a student body over 2,000 students • Identified performance outcomes by analyzing a variety of metrics including student outreach, resource allocation and continued development of conversation and counseling methodology • Assisted Director of Academic Operations with escalated student situations, student appeals and advocacy as well as appropriate scheduling in relation to program requirements

South University

Pittsburgh, PA

Academic Counselor

Oct 2013 – Feb 2015

Mountaineer Boys and Girls Club*Assistant Director of Operations***Morgantown, WV***Aug 2010 – Oct 2013*

- Planned, developed, implemented and evaluated overall programs, services, and activities to ensure they met program objectives and member needs
- Identified student needs through one on one interaction, analysis of school performance, and assessment testing in order to create individualized plans
- Engaged community partners to promote programming as well as provide opportunities for members to participate in community service events
- Acted as a liaison between the county school board and after-school program to ensure county objectives are being met by the organization and to build rapport with community partners to promote the organization

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AmeriCorpMorgantown, WV

*VISTA*Aug 2012 – Aug 2013

Created the curriculum for a satellite after-school program in a local middle school in addition to managing staff, producing program materials, implementing and facilitating activities, reporting data to Monongalia County School Board and federal funding agency, partnering with local community organizations as well as recruiting and retaining volunteers.