
VENITA M. MITCHELL

573 220-2246 (cell)
venitamitchell4@gmail.com

EDUCATION

Ph.D. Educational Leadership and Policy Analysis	University of Missouri
M.S. Recreation, Parks and Tourism	Virginia Commonwealth University
B.S. Psychology	Virginia Commonwealth University

EXPERIENCE AND ACCOMPLISHMENTS

Vice President and Dean of Student Life, William Woods University, Fulton, Missouri, July 2003- present. Promoted after 19 months of service as Director of Leadership Development (October 1998- July 2000). {Note: prior to institutional restructure position title from 2000 - 2003 was Associate Provost of Community Life and reported to Provost. Current position is direct report to the President}.

William Woods University, a four-year private liberal arts based and professions oriented institution with graduate and undergraduate degrees.

- Provide oversight, vision, and leadership of comprehensive Student Life program. Areas include Athletics, Student Involvement, Fraternity and Sorority Life, Residential Life, Student Conduct, Counseling, Health Services, Diversity and Inclusion, Campus Safety, Student Assembly, Orientation (first-year and transfer student programming), Career Services, Study Abroad, and Center for Ethics and Global Studies.
- Serve as chair of campus CARE Team (Behavioral Intervention Team) working with a team of faculty and staff to identify and develop intervention plans for students who are disruptive to the learning environment, at-risk for departure from the university, and/or a threat to themselves or others.
- Provide crisis and consultative services to students, faculty, counseling staff, and parents (including on-call availability for after-hour and weekend emergencies).
- Supervise, develop, motivate, and evaluate professional and graduate assistant staff.
- Review and continuously update student life programs through use of assessments linked to learning outcomes that align with both student life and institutional learning outcomes.
- Serve as Deputy Title IX Coordinator responsible for educating students on policies, receiving complainant reports, arranging accommodations, and judicial board selection.
- Interface with the university's legal counsel regarding policy development, judicial matters, risk management, and other student life related issues.
- Manage comprehensive departmental budgets including budget preparation, implementation, and reduction/reallocation as needed.
- Engage with faculty, college deans, university staff, and student leaders on annual events for admissions, orientation, retention, alumni, and other university initiatives.

Vice President and Dean of Student Life, continued.

- Participate on numerous university-wide committees including but not limited to President's Cabinet (2004-present), Budget Committee (2019, 2020), Strategic Planning (2008, 2012, 2014-2015, 2019-present), Retention (2013- 2017, Chair 2014-2016, Chair 2019-present), Strategic Enrollment Planning (2017, 2018), Higher Learning Commission Accreditation Committee (2012-2020).
- Coordinate agenda for Student Life and Enrollment Services Committee of the WWU Board of Trustees (2015 – present).
- Train and serve as active member of university Emergency Operations Center; when activated serve as Emergency Operations Center Manager.
- Oversee all aspects of the university's unique LEAD Award program (Leading Educating Achieving and Developing), a collaborative scholarship program with faculty that requires active student involvement outside the classroom.
- Advise Student Assembly and Student Finance Committee.
- Traveled as university staff liaison on three short student study abroad experiences.
- Served on WWU Institutional Review Board for undergraduate and graduate research (2013-2016). Dissertation committee member (2016, 2017).

ACCOMPLISHMENTS

- Led university Emergency Operations Plan and Emergency Operations Center during COVID -19 response involving active student cases (2020).
- Established a Peer Educator Prevention Program to promote a healthy and safe learning environment through bystander intervention training, mental & physical health awareness, sexual violence and healthy relationship education and drug and alcohol prevention (2019).
- Provided leadership and momentum in developing comprehensive University Crisis Response Plan that included hosting and participating in FEMA campus wide response training for university employees.
- Established campus Behavioral Intervention Team (called CARE) to support and advocate for students and improve university retention.
- Established faith & service office (2004), student counseling and health services clinic (2002), career services office (2005), center for ethics and global studies (2009), center for student involvement (2010), diversity and inclusion office (2017).
- Provided leadership and vision in the design and occupation of six new residence halls including a four building sorority housing space and 64-bed apartment complex.

Interim Athletic Director, William Woods University, May 1999 – November 1999.

- Provided administrative direction for nine National Association of Intercollegiate Athletics (NAIA) teams, coaches and athletic trainers.
- Provided fiscal oversight of comprehensive athletic budget.
- Administrated vehicle, facility, and field maintenance operations relevant to the athletic department programs.
- Served as institutional liaison to the American Midwest Conference.

Adjunct Instructor, University of Missouri, Columbia, Missouri 2013- 2018.

University of Missouri is a public comprehensive state university.

- Course: *College Student Culture and Environments* 2018
- Course: *Student Affairs Administration* 2016, 2017
- Course: *Theory of College Student Development* 2013, 2014, 2015

Assistant Dean for Student Development, Millsaps College, Jackson, Mississippi, August 1993- July 1998. Promoted after 1 year of service as the first Director of Campus Recreation to Director of Student Development (July 1994). Promoted after 1 year of service as Director of Student Development to Assistant Dean for Student Development (July 1995).

Millsaps College is a selective undergraduate private residential institution.

- Redeveloped, organized and supervised four-day new student orientation program.
- Developed curriculum for a ten-week mandatory academic course for all entering first-year students, hired, trained, and supervised fifty peer leaders through the course.
- Advised Panhellenic Council and served as mediator for conflict resolution.
- Served as department advisor to College Student Judicial Council and chair of campus committee charged with revising the college alcohol policy to allow alcohol on campus.
- Member of President's advisory board for student race relations on campus.

ACCOMPLISHMENTS

- Developed first comprehensive campus recreation program for students that included intramurals, fitness, and club sports.
- Implemented first organized student leadership program which included annual weekend retreat, leadership newsletter, and on campus leadership conference.

Assistant Director of Recreation Services (Sport Clubs & Fitness), University of Kansas, Lawrence, Kansas, August 1991-July 1993

University of Kansas is a public research and teaching institution.

- Managed all aspects of one of the largest sport club programs in the country.
- Purchased equipment, managed inventory and tracked schedules for over 30 clubs.
- Oversaw all aspects of special event and fitness programming.

Director of Intramurals, Sport Clubs and Sports Information, Rhodes College, Memphis, Tennessee, August 1988 -May 1991

Rhodes College is a four-year, private, residential college.

- Developed all aspects of the first formal campus recreation program.
- Managed budgets for intramurals, sports information, and club sports.

PROFESSIONAL DEVELOPMENT and INVOLVEMENT

- Serve as Higher Learning Commission Peer Evaluator Corp member 2015 to present.
- Certified NACCOP: 2018 VAWA Adjudicator Course; 2019 Ensuring Respondent's Rights; 2019 Interpreting an Investigative Report.
- Completed Callaway County, MO Community Specific – FEMA Integrated Emergency Management Course, May 2019.
- Equity in Missouri Higher Education Summit & Hackathon Participant, October 2019
- Participated in Trauma Informed Sexual-Assault Investigation and Adjudication Pilot Program, The National Center for Campus Public Safety.
- Completed FEMA/NIMS Multi-Hazard Emergency Planning For Higher Education training.
- Served as panelist at MoCPA Conference: Senior Student Affairs Officers Fall 2005, 2006, 2009 conferences.

PROFESSIONAL AFFILIATIONS

- Missouri Council for Student Affairs - State SSAOs, 2010-present.
*Chair 2015-2016, Founding member, 2010.
- Missouri College Personnel Association (MoCPA), 1999 – 2014.
*President, 2006, Treasurer, 1999 – 2003.
- National Association of Student Personnel Administrators (NASPA), 1999 – 2019, 2021.
*Conference program reviewer 2004, 2014, 2015.
- American College Personnel Association (ACPA), 2000 – 2014, 2020.
*Conference program reviewer 2006, 2012.

COMMUNITY INVOLVEMENT

- Callaway Crisis Intervention Team Member – Community Partnership on Mental Health Response with Fulton Police Department and Callaway County Sheriff's Department.
*Secretary, January 2017 to 2019.
- Callaway County Women's Network.
- Represent William Woods University at City of Fulton Chamber of Commerce events.