

## **Clint Havins**

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### **Education**

Doctor of Philosophy, Higher Education – Research, December 2016

Texas Tech University, Lubbock, Texas

Areas of Concentration: Teaching, Learning and Curriculum in Higher Education

Master of Education, Student Development and Leadership, May 2009

Angelo State University, San Angelo, Texas

Cumulative GPA: 4.0

Master of Science, Kinesiology, August 2003

Angelo State University, San Angelo, Texas

Cumulative GPA: 4.0

Bachelor of Arts, History, May 2001

Angelo State University, San Angelo, Texas

Minor: Mathematics

### **Teaching Experience**

Lecturer. January 2020 – May 2020

Graduate Course: Recreation Program Administration

Department of Kinesiology; Coaching, Sport, Recreation, and Fitness Administration Program

Angelo State University, San Angelo, Texas

Lecturer. September 2007 – December 2007

Undergraduate Course: University Studies (Freshman Seminar)

Department of Academic Excellence

Angelo State University, San Angelo, Texas

Lecturer (Teaching Assistant). October 2002 – December 2002

Undergraduate Course: Safety and First Aid

Department of Kinesiology

Angelo State University, San Angelo, Texas

Instructor for Red Cross. December 2000 – December 2003  
Multiple Safety Course Certification Classes  
Red Cross, San Angelo, Texas

Lecturer; Department of Kinesiology

- Developed and taught Recreation Program Administration in the Coaching, Sport, Recreation, and Fitness graduate program.
- Successfully converted the course from a face-to-face to a virtual course design due to the impact of Covid-19.

Lecturer; Department of Academic Excellence

- Taught University Studies course for incoming freshmen.
- Created daily lesson plans implementing the required course curriculum where appropriate
- Designed a student involvement component and encouraged the students to participate

Lecturer (Teaching Assistant); Department of Kinesiology

- Taught safety and first aid as the sole instructor upon the transfer of the original instructor.
- Planned and organized daily lectures.
- Designed, administered, and organized all course examinations.

Instructor; Red Cross

- Taught multiple certification courses for the Red Cross including Lifeguarding, Waterfront Lifeguarding, Water Safety, Emergency Response, First Aid/CPR/AED, Sport Safety Training, and Work Place Training.
- Evaluated skill based testing per individual in order to award certificates in compliance with established standards.

## **Work Experience**

Director of Student Life. November 2012 – present  
Center for Student Involvement  
Angelo State University, San Angelo, Texas

Associate Director of Admissions. January 2011 – November 2012  
Department of Admissions  
Angelo State University, San Angelo, Texas

Coordinator for Student Programs and Activities. August 2006 – January 2011  
Center for Student Involvement  
Angelo State University, San Angelo, Texas

Operations Assistant. August 2005 – August 2006

Department of Special Events

Angelo State University, San Angelo, Texas

Admissions Counselor. October 2003 – August 2005

Department of Admissions

Angelo State University, San Angelo, Texas

Graduate Assistant (Facilities/Aquatics/Fitness). August 2001 – August 2003

Department of University Recreation

Angelo State University, San Angelo, Texas

Internship. January 2003 – May 2003

YMCA, San Angelo, Texas

Facility Manager. December 2000 – August 2001

Department of Intramurals and Recreation Angelo State University, San Angelo, Texas

Facility Supervisor. June 2000 – December 2000

Department of Intramurals

Angelo State University, San Angelo, Texas

#### Director of Student Life

- Provides overall leadership and administration for the Office of Student Life and the Center for Student Involvement including strategic planning and goal setting, policies and procedures, staff supervision, budget management, risk management, and the development and assessment of co-curricular programs and services designed to advance student success; works collaboratively with a wide variety of administrative and academic departments across the university community to promote programs that complement the students' academic experience.
- Participates in the selection of professional and support staff; provides direction and supervision to directors, coordinators, support staff, and student employees; manages on-going staff development programs, prepares performance appraisals and provides constructive feedback to employees; reviews and approves leave requests and related documents.
- Provides leadership in financial management of the departments; review and manage budget accounts; establish accounting procedures for programming and operating budgets in compliance with State regulations and University policies; oversee financial transactions for select student organizations including Student Government Association; develop systems, policies, and procedures to monitor expenditures by those student organizations.
- Provides leadership and coordination among professional staff, graduate assistants, student employees and select student groups including Student Government Association; foster team development among activities professionals and students; provide advocacy and support for ASU students; develop relationships/collaborate with faculty and campus units to ensure all programs/services strongly support student learning, the university's mission, and strategic plan.

- Directs and administers department-wide co-curriculum events, including the forecasting, planning, developing, promoting, and assessing programs and services that are focused on providing a diverse student body with opportunities for personal growth and leadership development; collaborate with university leadership, faculty and staff to promote their participation in Student Life activities.
- Develops departmental goals, strategies, operations, and processes while collaborating with the community to develop learning opportunities for students; develop and organize community service initiatives; develops and maintains appropriate evaluation procedures for Student Life initiatives and student activities where needed.
- Prepares a variety of correspondence, memoranda, and administrative reports; negotiates services and fees with private sector organizations in relation to performances, speakers, and other events when needed; supervises and/or creates the preparation of bid specifications, cost estimates, and purchase requests reviews; approves travel and leave requests, purchase requisitions, and other administrative forms.

#### Associate Director of Admissions

- Planned, organized, directed, and evaluated the work, daily activities, and operations of selected programs administered through the Division of Student Affairs and Enrollment Management (SAEM) and the Admissions Office designed to enhance recruiting and retention objectives that are outlined in the University's strategic plan.
- Supervised the Admissions Counselors, processing staff and student employees in the Admissions Office.
- Coordinated, planned and oversaw all recruitment efforts in an attempt to reach overall enrollment goals.
- Ensured proper operation of the CRM database system that included training new users, learning new functionality, preparing data and upgrading to newer versions.
- Created, modified and evaluated communication plans for prospective students, and assisted in the effort to develop new communication plans to targeted markets.
- Developed and oversaw the Admissions Office telecounseling program.
- Assisted in the development and maintenance of the recruiting publications and marketing plans with the purpose of promoting ASU's visibility and general recruitment efforts.
- Performed the job duties and responsibilities of the Director of Admissions in his/her absence.
- Worked with the Lead Admissions Counselor to develop and execute an e-recruiting strategy.
- Assisted in the planning and implementation of campus events targeted to recruitment and retention (campus visit days, orientation, etc.).
- Visited with prospective students and families, and processed applicant files as needed.
- Attended training, seminars, workshops, conferences, and other meetings as needed.
- Assisted with the planning and coordinating of registration, fee payment and related activities.
- Represented the Admissions Office on appropriate University committees.

#### Coordinator for Student Programs and Activities

- Advised the University Center Program Council (UCPC).

- Developed resources and directed the planning, production and evaluation of social, cultural, educational and leadership programs sponsored by the UCPC Arts, Cultural, Entertainment, Films, Spirit and Traditions, Marketing, Recreation and Publicity committees.
- Supervised and assisted students in the development, marketing and implementation of programs and events.
- Educated students in event planning procedures and group management techniques.
- Facilitated information gathering, verification, and dissemination of the Co-Curricular Transcript for interested students.
- Assisted the Director of Student Involvement with leadership and student organization training.
- Assisted in providing support to other student development programs.
- Worked with entertainers and agents, and coordinated the preparation and negotiation of contracts and contract riders.
- Prepared and tracked bid specifications, purchase requests, budget expenses and revenue for the UCPC and Student Involvement Programs.
- Drafted and prepared internal memos and routine correspondence.
- Utilized email and other technology tools to communicate with faculty, staff and students.
- Presented data for inclusion in monthly planning and effectiveness reports.
- Assisted in the preparation and distribution of informational materials regarding Program Council and Center for Student Involvement events, activities and schedules.
- Reviewed incoming programming materials.
- Maintained current knowledge of the industry through readings, professional development and Internet utilization.
- Developed, implemented and evaluated action plans and events.
- Communicated in a professional, service-orientated manner with faculty, staff, students, visitors and others in the course of performing work or coordinating tasks.
- Advised the Co-Sponsorship Committee and assisted with co-sponsorship events and activities as needed.
- Served as an active, contributing member of the Student Involvement Team along with the Director of Student Involvement, the Coordinator of Student Organization, the Coordinator of Greek and Community Service, and the Coordinator for Leadership Programs
- Assisted in event set-up and the operation of audiovisual equipment.
- Attended training, professional development seminars, and other meetings as needed.
- Planned, developed, and presented UCPC training sessions, and, if possible, simply provided guidance to the UCPC Executive Board in order for those students to plan, develop, and present the training sessions.
- Managed and reconciled an expense account of 213,000 as well as an income account associated with it.
- Served as initial approval for all student employment timesheets.
- Coordinated and administered partial scholarships for UCPC Board Members.
- Created, implemented, managed and developed a summer activities programming model.
- Coordinated the entertainment portion of new-student orientation weekend by planning, contracting, and supervising all of the entertainment activities.
- Directed and supervised the Graduate Assistant for Student Programs and Activities.

### Operations Assistant

- Provided customer service to all on-campus and off-campus groups seeking services through the special events department.
- Supervised the venue set-up process to include all aspects and equipment (tables, chairs, podiums, audio visual equipment, etc.) for each event.
- Verified that all locations that require set-up for events were ready for events, which include the University Center, Pavilion, Super Slab, and all Academic Buildings.
- Established communication with each contact responsible for their respective event and maintained that communication until the conclusion of the event.
- Compiled data regarding attendance of events and evaluated those events.
- Evaluated the performance of all equipment used by the Special Events Department and recommended the purchase of new equipment.
- Worked collaboratively with the Food Service/Catering Department to meet the needs of all customers.
- Maintained healthy working relationships with all campus departments in order to provide the best customer service for all patrons.
- Ensured the satisfaction of all customers in order to retain current business and enhance the development of future business.
- Monitored the student employee budget and ensured it was within provided parameters.
- Recruited, hired, trained, assigned, monitored, and evaluated personnel.
- Created in-service and risk management programs.
- Conducted staff meetings.
- Developed and administered staff schedules.

### Admissions Counselor

- Traveled extensively throughout Texas promoting Angelo State University.
- Established and cultivated relationships with high school and junior college administrators.
- Compiled and evaluated data regarding potential and actual students from the Central Texas region.
- Developed tentative travel schedules for presentations based on departmental data.
- Administered presentations about the educational opportunities at Angelo State University.
- Supervised and evaluated my assigned student assistant.
- Planned and coordinated special events.
- Promoted and participated in all departmental and special events.
- Attended college fairs and other TACRAO functions in order to represent Angelo State University to potential students, their families, and school administrators.
- Provided customer service and counseling to students and their families that were interested in continuing their education.
- Administered campus tours.
- Attended TACAC and TACRAO conferences designed for professional development at the state level.

### Recreation Administration

- Assisted the Director of University Recreation with the day-to-day operations of the Facilities, Aquatics, and Fitness Programs.
- Recruited, hired, trained, assigned, monitored, and evaluated personnel.
- Created in-service and risk management programs.
- Conducted staff meetings.
- Developed and administered staff schedules.
- Recommended purchasing and inventory of equipment.
- Assisted with budget administration.
- Assisted with coordinating program publicity with the Graduate Assistant of Marketing.
- Gathered data for comprehensive sport participation, mid-year, and end-of-the year reports.
- Assisted in the evaluation of programs, services, and personnel.
- Assisted with all departmental special events.
- Participated in professional development at state, regional, and national levels.

### Internship

- Assisted with the implementation and supervision of youth sport program.
- Organized and developed youth basketball and volleyball leagues.
- Instructed participants on core skill development.
- Supervised games.

### Facility Supervision

- Assisted in operation of all outdoor facilities, which include a multipurpose outdoor complex, lighted softball complex, and lighted tennis courts.
- Monitored the daily operations and programs conducted in the Center for Human Performance: a 75,000 square foot facility, which includes four classrooms, dance studio, racquetball courts, multipurpose gymnasium, sun deck, swimming pool, and weight room.
- Assisted tournament and facility managers with a variety of intercollegiate, extramural, and special event projects.
- Assisted in operation of the Junell Center weight rooms for open recreation.

## **Professional Membership**

National Association for Campus Activities, 2012 – 2017

American Association of Collegiate Registrars and Admissions Officers, 2012

Texas Association of Collegiate Registrars and Admissions Officers, 2011 – 2012

Texas Association of College Admission Counseling, 2011 – 2012

Collegiate Information and Visitor Services Association, 2011 – 2012

Texas Association of College and University Student Personnel Administrators, 2010

National Association for Campus Activities, 2006 – 2011

Texas Association of College Admissions Counselors, 2004 – 2006

National Intramural-Recreational Sports Association, 2001 – 2003

## **Honors/Awards**

15 Years of Service to Angelo State University, 2018  
Ram Star Staff Award, 2016  
Ram Star Staff Award, 2014  
Staff Excellence Award Nominee, 2013 – 2014  
10 Years of Service to Angelo State University, 2013  
Angelo State University Staff Senator, 2007 – 2009  
The National Scholars Honor Society, 2008  
Staff Excellence Award Nominee, 2007 – 2008  
Carr Academic Scholarship, 2001 – 2003  
Who's Who Among Students in American Universities and Colleges, 2001 – 2002  
Pi Gamma Mu: International Honor Society in Social Science, 2001

## **Previous Professional Certifications**

### Certified American Red Cross Instructor

Lifeguarding, Waterfront Lifeguarding, Water Safety, Emergency Response, First Aid/CPR/AED, Sport Safety Training, and Work Place Training.

### American Red Cross Certified

Lifeguarding, Waterfront Lifeguarding, CPR for the Professional Rescuer, Oxygen Administration, Preventing Disease Transmission, AED, and Standard First Aid.

## **References**

Available Upon Request