

## **Meagan Word**

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### **Education:**

M.Ed Student Development and Leadership 2009  
Angelo State University, San Angelo, TX

B.S. Psychology  
Angelo State University, San Angelo, TX

### **Teaching Experience:**

University Studies 1101 – Learning Strategies  
Angelo State University, San Angelo, TX

### **Higher Education Experience:**

Academic Advisor 2010-present  
College of Education  
Angelo State University, San Angelo, TX

- Advise undergraduate students in the College of Education in regards to degree plans, GPA requirements, the Educator Preparation Program, and any relevant information.
- Work with school districts, junior colleges, transfer students, and ASU admissions personnel to evaluate transfer coursework and apply the coursework to ASU degree plans.
- Presented at the National Academic Advising Association Regional Conference.
- Responsible for training faculty advisors and providing updates and changes that relate to advising procedures.
- Monitor and track students on academic probation and at-risk students.
- Make recommendations to the Dean of the College of Education, Department of Teacher Education, and faculty related to process improvement.
- Responsible for tracking and reporting student progress towards degree completion to administration.

Assignments Coordinator 2008-2010  
Housing and Residential Programs  
Angelo State University, San Angelo, TX

- Responsible for the administration and management of hall/room assignments.
- Audited students' assignments, occupancy reports, cancellations, billing, and drop lists.
- Provided training and supervision to support staff as well as residence hall staff in areas of responsibility.
- Prepared weekly reports (housing, occupancy, etc.), data (rosters, billing, notes, logs) and processes to ensure a fluid process to residents and staff.
- Met with students who had roommate conflicts or payment concerns to help resolve the issue and create an action plan.
- Made recommendations to the Assistant Director related to process improvement.

- Managed the change requests in regards to halls, rooms, roommates, and meal plans.
- Assisted students and parents with the housing process and questions.

#### Admissions Counselor 2006-2008

##### Admissions Office

##### Angelo State University, San Angelo, TX

- Answered questions and provided information to prospective students concerning admission requirements, degree programs, campus activities, and any other related matters.
- Traveled to secondary schools, college day programs, recruiting fairs, and other events to meet with prospective students, parents, and school administrators to provide information about Angelo State University.
- Assisted in the implementation of programs designed for student recruitment and retention, such as Discover ASU and S.O.A.R.
- Assisted the Associate Director of Admissions with the Dual Credit program.
- Created Admissions counselor training manual and assisted in training new admissions personnel.
- Promoted student enrollment and campus life at Angelo State University.