

ANGELA HACKETT

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520-990-4053

OBJECTIVE

Outgoing and motivated university administrator looking for new challenges and opportunities for growth while advancing my career in higher education at the University of Arizona

EDUCATION

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| 2011 | Master of Public Administration
<i>University of Arizona, School of Government & Public Policy, Pi Alpha Alpha Honors</i> |
| 1999 | Bachelor of Science in Criminal Justice, Minor in Psychology
<i>University of Wisconsin - Milwaukee, Helen Bader School of Social Welfare</i> |

SKILLS AND ABILITIES

- Detail-oriented multi-tasker
- Highly organized professional manager
- Team approach to leadership and effective organizational culture creation
- Student-focused success
- Counseling and youth/student advocacy knowledge
- Conflict mediation and resolution
- Professional office and communication experience
- Positive and optimistic disposition
- Mastery with Microsoft Office Suite and Outlook, UAccess Student, Course Management and Scheduling, UA Vitae and RPT, Ad Astra; Google Drive; proficiency in areas of Analytics

EXPERIENCE

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| Aug 2022-
Present | Assistant Director of Operations, University of Arizona – School of Government & Public Policy <ul style="list-style-type: none">• <i>Oversee all operations and staff administrative responsibilities in the School</i>• <i>Report directly to School Director for all matters</i>• <i>Evaluator for departmental administrative organizational effectiveness and propose adjustments to responsibilities</i>• <i>Provide daily coaching and professional training for all staff</i>• <i>Provide all visa and international faculty/staff support</i>• <i>Provide all Faculty Affairs support for hiring, retention, promotion, and retirement</i>• <i>Provide leadership and support for internal and external stakeholder via the School Community Advisor Board</i>• <i>Provide oversight and guidance for all academic programs</i>• <i>Manage and execute special projects for the School leadership</i>• <i>Develop, monitor, and enact departmental academic/curricular policies</i> |
| March 2014-
Aug 2022 | Manager of Administration, University of Arizona- School of Government & Public Policy <ul style="list-style-type: none">• <i>Title change in 2017 from Office Supervisor to Manager of Administration</i> <u><i>Administrative Management:</i></u> |

- *Coordinate, delegate, and ensure effectiveness of all central office administrative duties*
- *As necessary, re-evaluate departmental administrative organizational effectiveness and propose adjustments to responsibilities*
- *Provide daily coaching and professional training for all staff*
- *Administrative lead for department of 2200+ undergraduate and 200+ graduate students*
- *Lead a staff team of 10 staff total (6 Dual reporting Academic Advisors)*
- *Oversee the UG team meetings with SGPP UG staff/faculty team (staff and Director of Undergraduate Studies)*
- *Coordinate with Business Team on FMLA, Leave/Sabbatical requests ,FLPR and termed instructor hires/contract, account funding allocation, department teaching budgets, program fee commitments, back up Pcard purchases processing*
- *Manage all faculty Promotion and Tenure, Career Track, and Third Year Review Dossiers for committees and external reviewers*
- *Manage all Faculty recruitment processes*
- *Conduct Career Conversations for all department staff and for the 6 dual reporting Academic Advising team (as the SGPP Director Delegate)*
- *Prepare, interpret, and present Analytics data as needed for department leadership and staff*
- *Coordinate all event planning for SGPP (workshops, conferences, and department receptions)*
- *Assist with supervision and coaching of the UG Peer Mentor Team, as needed*
- *Manage all department VISA documents, DCC processes, and international faculty documents*
- *Assist with coordination Staff/Advising Professional Development Opportunities*

Academic Management

- *Manage UG program fee oversight and allocations*
- *Oversee the coordination of SGPP schedule of classes*
- *Coordinate TA/RA office hours schedule each semester*
- *Manage and oversee new academic programs and curriculum changes*
- *Oversee SGPP scholarships with the UG and Grad program managers*
- *Coordinate with the Bursar's office on behalf of students with financial issues.*
- *Coordinate with the Registrar's office on behalf of students with academic issues*
- *Utilize Analytics software daily to research student academic, financial, and department scheduling information*
- *Develop, monitor and enforce departmental academic/curricular policies*
- *Initiate all new courses and modifications for UG, Masters and PhD courses*
- *Create and maintain dept website, digital media, and digital signage for SGPP programs*

Executive Assistant

- *Act as executive assistant for the School Director*
- *Manage all calendaring and appointments for SGPP Director*
- *Coordinate and disseminate dept. meetings, including discussion information creation, scheduling details, and acting as dept. note taker*
- *Manage all Director initiatives including major dept. events/conferences, travel and visa arrangements for invited guests, promotional and marketing opportunities*

May 2012-
March 2014

Research Specialist, University of Arizona- School of Government & Public Policy

- *Primary duties were as the editor of the 100th Arizona Town Hall Report*
- *Participation in planning, collaboration and execution of the report through multimedia research and data collection.*
- *Conduct initial editing of report submissions and organization of chapters and media sources.*
- *Coordinating deadlines and budgeting to meet expectations.*
- *Act as liaison between College of Social and Behavioral Sciences and the School of Government & Public Policy in the relocation for the SGPP Master's degree programming to the UA-Downtown facility at Roy Place Building. Managed on on-site related issues and programing.*
- *Provide administrative support for the Master's program Community Advisory Board*
- *Collated data on the 32 peer institutions Master's programs in efforts to reorganize the Master's program curriculum*

LEADERSHIP

- January 2014-
Present
- Neighbors for Justice, Inc. Board President/Chair**
- *Neighbors for Justice, Inc. (NFJ) is a charitable, non-profit (501c3) organization dedicated to supporting the cost of programming for the Community Justice Board Program (CJB). The CJB is an alternative to prosecution for at-risk youth ages 8-17 years old. Youth receive an individualized plan and guidance for a three-month period which includes programming related to their needs.*
 - *Through local and regional grant funding opportunities, NFJ supports youth community involvement, therapeutic interventions and pro-social activities, youth are more likely to make positive choices which have a long-term effect on their lives and that of the community.*
 - *Active NFJ Board Member since nonprofit was created in 2010*
- January 2012 –
January 2014
- Pima County Attorney's Office - Community Justice Board, Chair**
- *The CJB is an alternative to prosecution for Pima County, at-risk youth ages 8-17 years old. In a partnership with the Pima County Juvenile Court, youth receive an individualized plan and guidance for a three-month period which includes programming related to their needs. CJB Chair is responsible for initiating and full coordination of the meetings with the juvenile, their family and fellow board members. Maintaining the decorum of the meeting is essential.*
 - *Through the use of Restorative Justice Practices, the board is expected to hold a juvenile accountable for their crime(s) in a nurturing way to encourage them to understand their actions impact on their community and their personal future. The board assigns educational, constructive consequences that motivate the juvenile to think positively about their potential. Active Board member since 2010*

RECOGNITION & SERVICE

- 2023 - Present - University of Arizona Staff Council (UASC) Policy Committee Chair
- University of Arizona Staff Council (UASC) Representation Committee member
- 2022 - Present – University of Arizona Staff Council Member
- 2021 - Present- University of Arizona Excellence Award Reviewee
- 2020 University of Arizona - Award for Excellence Recipient
- 2020 College of Social and Behavioral Sciences - Outstanding Staff Award Recipient
- 2019 College of Social and Behavioral Sciences - Outstanding Staff Nominee
- 2017 University of Arizona - Award for Excellence Nominee
- 2016 University of Arizona - Award for Excellence Nominee

REFERENCES

Edella Schlager- Professor and Director, School of Government & Public Policy (Current Supervisor)

schlager@arizona.edu

520-621-5840

Mika Galilee-Belfer- Assistant Dean for Faculty Affairs, College of Social & Behavioral Sciences (*on leave until 2/28/22*)

MikaGB@arizona.edu

520-621-1114 or 520-336-8773

Keleen 'Kelly' Huff- Manager, Finance & Business, Dept of Chemistry & Biochemistry, College of Science

huffk@arizona.edu

520-621-6354

H. Brinton Milward- Professor, School of Government & Public Policy (Former Director and Supervisor)

milward@arizona.edu

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