

Suzanne E. McClain

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OBJECTIVE

To assume a responsible position which allows me to build my career based upon my professional experience and working knowledge; while being offered advancement opportunities and compensation commensurate with knowledge, ability and performance.

EXPERIENCE:

Academic Records Assistant

Department of Kinesiology, Mississippi State University, MS 39762

2012 – Present

- Responsible for advising during the summer; maintaining student academic files for nearly 1400 students; posting grades to curriculum sheets and occasionally in Banner; and assisting with clearing students for graduation
- Organizing all Orientations sessions for the Department of Kinesiology; meeting with all incoming students; assisting them with course selection in their first semester
- Assigning all Kinesiology Students with Academic Advisors
- Responsible for knowing and keeping up with changes to Policies and Procedures as they pertain to students and curriculum issues, and conveying said changes to students and faculty as the need arises
- I serve as the liaison for our students with Departments campus wide with issues pertaining to curriculum, and I often served as an advocate on behalf of our students
- I serve as liaison between the bookstore and faculty members to see that textbooks, when needed, are ordered in a timely manner each semester; alert the bookstore when textbooks are not needed or classes are not being taught via spreadsheet
- Create academic schedules each semester based upon the guidelines as set forth by the department head

Business Coordinator

2011- 2012

Office of the Graduate School, Mississippi State University, Mississippi State, MS 39762

- Managing a quarter-million dollar account for student assistantships; Responsible for assisting the Budget Manager with the reconciliation of our accounts; posting admission fees for graduate students; posting tuition waivers

Administrative Assistant I

2010 – 2011

Department of Art, Mississippi State University, Mississippi State, MS 39762

- Due to reorganization at Mississippi State University, I have been reassigned as Administrative Assistant I in the Department of Art beginning September 1, 2010. My duties were fiscal management; travel; payroll; new employee paperwork; preparing academic schedules; maintaining personnel files; inventory and requisitioning and invoicing new commodities and equipment

Academic Coordinator

2005 – 2010

Department of Art, Mississippi State University, Mississippi State, MS 39762

- Responsible for advising more than one hundred students each semester; maintain student academic files for nearly 400 students; posting grades to our entire student bodies curriculum sheets and occasionally in Banner; and clearing students for graduation and minors
- Organizing all Orientations sessions for the Department of Art and meet with all incoming students, assisting them with course selection in their first semester. I begin this process before they ever set foot on campus; prearranging their schedules via email or telephone. This process allows me to build a rapport with new students before we have the opportunity to meet face to face
- Assigning all Art Students with Academic Advisors in the Department of Art
- Responsible for knowing and keeping up with changes to Policies and Procedures as they pertain to students and curriculum issues, and conveying said changes to students and faculty as the need arises
- I served as the liaison for our students with Departments campus wide with issues pertaining to curriculum, and I often served as an advocate on behalf of our students

- Meeting with prospective students and parents, and/or arrange meetings with emphasis coordinators for prospective students and parents. I also arrange tours of the department with student workers for prospective students and their parents, which gives them insight into our department and campus life through the eyes of a student
- I have full authority over advising, and streamlined the entire advising process for the Department of Art
- I serve as liaison between the bookstore and faculty members to see that textbooks, when needed, are ordered in a timely manner each semester; alert the bookstore when textbooks are not needed or classes are not being taught via spreadsheet
- Creating a waiting list for each of our courses in which we are unable to accommodate students each semester. This allows me to see what courses are in need of additional sections to accommodate the influx of art majors in recent years, and make recommendations to my boss in this regard
- Assisting with the creation of and proofing course scheduling for the Department of Art

Staff Assistant

1998 - 2005

Dept. of Sociology, Anthropology & Social Work, Mississippi State, MS 39762

- Responsible for all budgetary matters, including fiscal management of our general fund; all foundation funds; and numerous active contracts and grants. I was responsible for reconciling all accounts monthly, and handled all fiscal year end close out responsibilities
- Responsible for requisitioning all departmental equipment and supplies in the Banner System and generating payment of same from each of the respected accounts listed above
- I organized many departmental functions which including coordinating many aspects of our move from Bowen Hall to Etheridge Hall and back during our renovation
- Responsible for generating new employee paperwork, maintaining personnel files, and maintaining records of faculty salary release funds, which were divided by the faculty member and the department equally
- I prepared and proofed course scheduling for Sociology, Anthropology & Social Work each semester

Property Control Assistant

1996 – 1998

Receiving & Property Control, Mississippi State University, Mississippi State, MS 39762

- Responsible for maintaining departmental equipment records for one hundred fifty-seven departments, and preparing monthly reports for the State Auditor's Office
- Responsible for conducting many of Mississippi State University's internal property audits, and audits in tandem with the State Auditing Office
- Responsible for entering equipment purchases for one hundred fifty-seven departments into Banner and maintaining inventory records for each department
- In 1997, I was instrumental and received verbal and monetary recognition from Ms. Leah Norman, the Vice President for Business Affairs, after Mississippi State University had their first perfect audit in five years

Deputy Clerk

1992-1996

Oktibbeha County Tax Collector/Assessor, Starkville, MS 39759

- Responsible for collecting all types of property taxes; processing vehicle titles and registrations; calculating Mississippi's allocated percentage and issuing apportioned tags for big trucks; and daily reconciliation of the fees collected
- Responsible for accurately processing extensive data entry
- Responsible for record maintenance
- Responsible for preparation of monthly car tag renewal notices
- Responsible for preparation of annual property tax statements

EDUCATION:

Undeclared

1997 – 2003

MISSISSIPPI STATE UNIVERSITY, MISSISSIPPI STATE, MS 39762

Computer I Course

1995 - 1995

MILLSAP'S VOCATIONAL SCHOOL, STARKVILLE, MISSISSIPPI 39759

GED

1977

Camelback High School, Phoenix, Arizona 85018

USPS Postal Exam

Successfully passed

2003

TECHNICAL SKILLS

I am proficient in the MSU Student and Administrative Banner System, as well as Corel. I have a good working knowledge of Microsoft Office XP (Word and Excel) and some experience in Photoshop. I am also proficient in transcription, and have provided my services to many faculty members in the area of transcription.

NOMINATIONS AND AFFILIATIONS

2003 Nominee for the Zacharias Distinguished Staff Award

2007 Nominee for the Zacharias Distinguished Staff Award

2008 Nominee for the Irvin Atly Jefcoat Excellence in Advising Award

2009 Nominee for the Irvin Atly Jefcoat Excellence in Advising Award

2010 Nominee for the Irvin Atly Jefcoat Excellence in Advising Award

2009 Member of the National Academic Advising Association (NACADA)