

## RESUME

Colette Hilliard  
Dean of Enrollment Management/Registrar

### EDUCATIONAL BACKGROUND

Doctor of Education	Secondary and Higher Education/Guidance Educational Administration. East Texas State University, December 1991
Master of Science	Guidance/Mathematics East Texas State University, August 1977
Bachelor of Science	Journalism/Guidance East Texas State University, May 1977
Certificates:	Licensed Professional Counselor in the State of Texas. Teaching Certificate: Secondary and Higher Education (Journalism/Guidance/Mathematics) Counseling Certification: Regular and Special Education, Post-Secondary: Vocational Counselor Certification.

### WORK HISTORY

August 1990 – Present	Dean of Enrollment Management and Registrar, Trinity Valley Community College, Athens, Texas.  Duties include: Supervise and coordinate the overall planning and development of an enrollment management system, supervise the offices of school relations, counseling, and testing, oversee all aspects of registration for the system, serve as admissions and records officer, serve as official reporting and certifying officer of the college.
August 1987 – August 1990	Registrar, Trinity Valley Community College, Athens, Texas.  Duties included: Overseeing all aspects of registration for the system, serve as admissions and records officer, serve as official reporting and

Certifying officer of the college, evaluation of transcripts, certifying of graduation, and certifying of student athletes.

August 1986 – August 1987

Assistant Registrar, Trinity valley Community College, Athens, Texas.

Duties included: Serve as admissions and records officer, evaluation of transcripts, certifying of graduation, certifying of student athletes and overseeing all aspects of registration.

May 1984 – August 1986

Director of Admissions and School Relations, Trinity Valley Community College, Athens, Texas.

Duties included: Director of college testing, evaluation of transcripts, college recruiting, and coordinating correspondence with prospective students, Career Day Coordinator, and liaison with service area counselors.

July 1981 – May 1984

Testing Specialist and Retention Counselor, Trinity Community College, Athens, Texas.

Duties included: Conducting all college testing, (GED, ACT, CLEP, and other tests on request), counseling students in developmental studies (individual and small group counseling, advising, and maintaining continuous contact on progress in college classes), acting as liaison person between students and faculty, developing and maintaining information for follow-up studies in relation to retention.

January 1982 – December 1996

Part-time Instructor of Mathematics, Trinity Valley Community College, Athens, Texas.

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September 1981 – May 1982      Adult Basic Education Instructor of Mathematics and Science, Trinity Valley Community College, Athens, Texas

August 1980 – June 1981      Director of Emergency School Aide Act (ESAA), Commerce I.S.D., Commerce, Texas

Duties included: Directing the guidance program in grades K-8, counseling on two campuses (grades 5-8), providing individual and small group counseling, establishing and maintaining a human relations resource center, maintaining records, collecting, and analyzing data, assessing needs, and evaluation activities related to the program, developing and implementing training sessions for staff, developing and distributing monthly newsletters, and administering state tests.

June 1980 – August 1980      Administrative Assistant, Testing Orientation and School Relations, East Texas State University, Commerce, Texas.

Duties included: Developing, scheduling, and monitoring Early Enrollment Conferences, maintaining personal contacts with prospective students, and assisting with testing programs (GED, ACT, CLEP, and GRE).

August 1979 – May 1980      Secondary teacher at Red Oak I.S.D., Red Oak, Texas.

Duties included: Teaching mathematics grades 9-12, sponsoring the drill team and sophomore class.

January 1979 – August 1979      Administrative Assistant, Testing, Orientation and School Relations, East Texas State University, Commerce, Texas.

Duties included: Coordinating correspondence with prospective students, initiating personal contact with prospective students visiting campus,

coordinating College Preview Programs for high school seniors, developing and monitoring summer orientation and Early Enrollment Programs, assisting with testing programs (CLEP, GED, ACT, and GRE), maintaining continuous contact file on prospective students and follow-up activities, and recruiting at area high schools.

August 1977 – November 1978

Secondary teacher, Italy I.S.D., Italy, Texas

Duties included: Teaching mathematics grades 7-12, teaching journalism, sponsoring annual newspaper and junior class, coordinating journalism events at UIL District competition.

PROFESSIONAL MEMBERSHIPS:

Texas Junior College Teachers Association  
Texas Association of Community College Chief Student Affairs Administrators  
Texas Association of Collegiate Registrars and Admissions Officers  
Junior College Student Personnel Association of Texas  
Piney Woods Counselor Association

PUBLICATIONS:

“Athletics in Texas Community Colleges.” JUCO Review: The Official NJCAA Magazine, January, 1986.

DISSERTATION: “A Comparative Analysis of Developmental and College-Ready Students Based on Student Performance.”