

TAMMY W. KRAWCZYK, M.Ed.

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HIGHER EDUCATION EXECUTIVE LEADERSHIP & INNOVATIVE ADMINISTRATOR

Senior-Level Executive with extensive hands-on experience in budget development and management, development of recruitment strategies and admission policies/practices, serving as institutional liaison with high schools and community colleges, staff management and development and implementation of policies and procedures pertaining to student admissions and record keeping. Dedicated to maintaining a reputation built on quality, service and uncompromising ethics.

AREAS OF EXPERTISE

Career & College Advising • Strategic Planning • Budget Development & Management
Staff Development & Management • Building and Supporting Partnerships
Admissions Policy Development & Management • Recruitment Strategy Development & Management
Regulatory Reporting & Compliance • Professional Association Involvement

PROFESSIONAL EXPERIENCE

Blue Mountain Community College, Hermiston, TX *January 2018 to present*
Two-year community college located in Northeastern Oregon
Dean, CTE & Workforce Education; Dean, College Prep & Corrections Education; College Prep Adjunct
Instructor

Lake Country Christian School, Fort Worth, TX *August 2016 – November 2017*
Private K-12 school located in northwest Fort Worth, TX

Dona Ana Community College, Las Cruces, New Mexico *December 2014 – February 2016*
Two-year college branch of New Mexico State University
Assistant Director, DACC Customized Training and Community Education
Plan, coordinate, and manage contracts and CDLs.

- Provided daily management and oversight of certificate programs and contracted training activities.
- Promoted and publicized Community Education and Customized Training divisions.
- Responsible for Commercial Driver's License testing program.
- Represented the college for outreach efforts in the community and south central New Mexico.

Qualified Consulting, Inc., Cameron, TX *May 2014 – December 2014*
Privately owned consulting firm that acquires grant opportunities for non-profit and higher educational institutions by facilitating data collection, writing, and grant submission.

Grant Researcher/Writer

Researched grant opportunities, collected data to support grant initiatives, assisted with grant writing and grant submissions.

- Routinely met with management, assisted in researching and writing grant applications, and participated in grant efforts with clients.

Western Texas College, Snyder, TX *1985 - 2014*
Two-year community college located in rural West Texas.

Associate Dean of Grant Development

May 2013 – May 2014

Responsible for oversight and direction for all grant initiatives in acquiring new funds to support credit and non-credit programs.

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Associate Dean of Workforce Education

January 2012 – May 2013

Responsible for management and direction of Career Technical Education programs and Workforce Education.

- Generated and created reports using POISE and Campus Connect student information systems.
- Managed and promoted Career Technical Education programs and Workforce Education.
- Reviewed and submitted new and revised credit programs to the state.
- Promoted higher education to high school students, parents, and secondary administrators.
- Collaborated with a nationally recognized rural early college high school to implement Career Technical Education certificate and degree programs.

Distance Learning Director

May 2008 – January 2012

Managed dual credit and online courses. Implemented new strategies to promote student participation, awareness of academic and career technical programs, student and program growth, and productive relationships. Coordinated and managed all dual credit courses annually serving over 30 high schools and 600+ students, parents, high school administrators, and faculty.

- Coordinated efforts for course offerings with the division deans, adjunct instructors, and counselors.
- Used POISE and Campus Connect student information systems to create student files, register students, review transcripts, and managed student record storage and retrieval.
- Advised students on the admission process, course selection, transferability, and degree requirements.
- Served as liaison with the nationally recognized Rural Early College High School.
- Managed and strengthened Western Texas College's position in the Virtual College of Texas by increasing student enrollment through additional course offerings and quality instruction.
- Coordinated efforts with the business office, registrar's office, counseling office and data programming to maintain accurate information resident in POISE.
- Served on the Achieving the Dream data team.
- Coordinated Interactive Television Video (ITV) connections with Region IV Service Center and technology staff.
- Provided online resources to provide faculty with distance education delivery of courses.
- Maintained the distance learning website.
- Promoted higher education to secondary education institutions, students, parents, community leaders, and local, regional, and state organizations.

EARLY CAREER, WESTERN TEXAS COLLEGE, SNYDER, TX

April 1985 – May 2008

**TRiO Educational Talent Search Director; Supervisor of Adjunct Faculty;
Computerized Business Technology Instructor; Financial Aid Assistant**

EDUCATION, CERTIFICATIONS & AFFILIATIONS

Angelo State University

M.Ed., Leadership in Higher Education, Curriculum & Instruction

Abilene Christian University

B.B.A., Office Management

Professional Affiliations (Current and Past)

IMESD CTE Steering Committee | Hermiston Rotary | National Alliance for Partnerships in Equity
Eastern Oregon Workforce Board | Texas Association for Continuing Education
Texas Distance Learning Association | Faculty Association President, Western Texas College |
Texas Business Teachers Association
Texas Junior College Teachers Association | Scurry County United Way Board of Directors