

Sadé Tramble



EDUCATION

University of West Georgia

Doctorate of Education, Higher Education Administration

Carrollton, GA

Expected Fall 2022

University of South Carolina

Master of Education, Higher Education and Student Affairs

Columbia, SC

May 2010

University of South Alabama

Bachelor of Arts in Communication

Mobile, AL

December 2008

PROFESSIONAL EXPERIENCE

Director of Academic Advising

Marietta, GA

Southern Polytechnic College of Engineering and Engineering Technology

Kennesaw State University

November 2018- Present

- Supervise a staff of 10 Academic Advisors and 2 Senior Academic Advisors- Transfer Specialists
- Assign academic advisor to current student population each semester in KSU Connect
- Process course overrides for students for repeat courses and per instructor approval
- Attend departmental meetings regarding curriculum updates, department events and research updates
- Propose new initiatives to help in retaining and persisting current SPCEET students
- Collaborate with Senior Advisor, Transfer Specialist on new ways to outreach to our transfer student population
- Conduct mandatory advising session for freshmen with less than 30 credit hours in one-on-one and group sessions
- Serve on Academic Advising Leadership council
- Process Engineering Standing application for the college's engineering majors
- Advise engineering students on degree planning, transfer credit, and university policies and procedures
- Train new staff members as they join the academic advising team
- Coordinate cross-training and other training sessions for advisors with campus partners
- Conduct one-on-ones with staff members each semester
- Lead orientation presentation sessions with incoming freshmen and transfer students
- Collaborate with campus partners on course substitutions, change of major processing, financial aid, and admissions related questions
- Serve on college committees for research development and communication processes
- Process human resources paperwork and coordinate the search process for hiring new academic advisors
- Research new student success initiatives that can be implemented in college through academic advising
- Monitor retention, progression and graduation numbers for the Southern Polytechnic College of Engineering and Engineering Technology
- Served on TargetX (CRM) implementation team and cross-train other units on specific usage of new CRM system implemented at KSU
- Serve on Diversity committee for SPCEET. Contributed to diversity plan that was submitted to the American Society for Engineering Education. Our application was awarded the highest award, Bronze Level for the Diversity Recognition Program

Assistant Director, University Advisement Center

Decatur, GA

Perimeter College, Decatur Campus

Georgia State University

September 2016-October 2018

- Implemented the University Advisement Center with its policies, practices and procedures on the Perimeter Campus post-consolidation
- Supervise a staff of 5 academic advisors and 1 customer service specialist and 2 student assistants
- Adjust and monitor academic standing for all Perimeter college campuses
- Complete degree check-out process for student that have applied to graduate from Perimeter College
- Complete degree conferral for Perimeter College students that graduate
- Update all legislative requirements for Perimeter College students
- Articulate transfer credit for students
- Process course substitutions for students on Degree Works
- Implemented and enforced New Student Orientation model on all PC campuses to match the UAC-Atlanta group advising model
- Present about the UAC to students and guests at each PC orientation session
- Collaborate with faculty on course offerings on the Newton campus, assist with registration of students
- Process policy appeals for students
- Complete degree substitutions on student's degree audit's
- Process graduation application appeals for students who miss the deadline
- Process cross-level registration forms for students wanting to take US level courses
- Inform students about FAFSA applications
- Assisted in creation of training plan and executing it for 30 new academic advisors hired
- Assist in coordination of cross-training PC advisors will participate in
- Serve on search committees in selection of new academic advisors
- Monitor retention, progression and graduation numbers for the Newton campus
- Work with campus partners to ensure that academic policies are being enforced across campus
- Train PC advisors on New Student Orientation process
- Implemented log work, populations and set goals for advisors to work their assigned populations
- Communicate department updates to staff
- Complete graduation audits for students graduating with an Associate degree in conjunction with the Graduation Office
- Collaborate with Student Life to coordinate co-sponsored events on campus
- Complete many of the duties listed below when served as an academic advisor
- Encourage and foster growth in employees
- Conduct one-on-ones with staff monthly
- Create goals for advisors to accomplish in their daily work of their assigned populations

Academic Advisor III

August 2015-August 2016

Academic Advisor II

October 2012-August 2015

Academic Advisor I

April 2011-September 2012

- Mentor and lead group of 5 academic advisors on the Undeclared team
- Process academic standing for the entire University weekly and at the end of each semester
- Serve as a core curriculum expert and effectively deliver knowledge about GSU policies and procedures
- Advise all freshmen and transfer students on GSU academic requirements and help provide balanced academic schedules
- Created and implemented Major Exploration program, coordinating with other campus offices for the success of the program, and serving as advisor to meet with all students who come into the university as an undeclared student
- Served as Incept (new student orientation) lead for office of 45 advisors and give presentation to new students and parents on the UAC's role as it relates to their academics. Coordinate communication between the UAC advisor's and the Incept office. Work with Incept office to revise and streamline the event
- Help coordinate the Major Fair for students interested in considering other majors and to get more information on the majors offered at the university
- Complete monthly student populations report of students seen/unseen in my assigned population
- Evaluate transfer course work for appropriate course placement. Perform transfer articulation for students coming to GSU with course credit from different institutions
- Utilize BANNER, CAPP, Grades First, Crystal Reports and EAB/SSC daily
- Maintain student information confidentiality always and according to FERPA
- Track academic progress weekly of students that are conditionally admitted for the summer before their freshmen year as a part of the Success Academy
- Assist students who are in the Academic Improvement Program, explain what it means to be on AIP and how to improve their GPA through good study skills, class attendance, tutoring, etc.
- Monitor a population of 320+ students for advising office visits, Mandatory Advisement completion, registration for upcoming semester and GPA (after grades post)
- Serve as liaison for University Career Services, School of Music, Art & Design department, Incept office and Office of First-Year Programs
- Compile and make all training manuals for the University Advisement Center, Freshmen and Transition offices

Senior Academic Advisor, Academic Advising Center

Miami, FL

Florida International University

May 2010-April 2011

- Helped students in their academic decision-making process when it comes to choosing a major
- Tracked students' progress and assist with retention efforts
- Assisted with the academic advising at new student orientations and the First-Year Experience courses by giving a presentation and explaining the importance of academic advising while in college
- Maintained contact with students to ensure their success with their academic plans

- Completed projects as assigned by director and assistant director of the office
- Served on undecided team to come up with new ways to provide outreach to students who are undecided of their major
- Provided outreach to students on campus and make them aware and familiar with the services we offer

PRESENTATIONS Kennesaw State University

- “Removing Barriers for Transfer Student: Best Practices from an Advising Office”
 - NACADA Annual Conference – Portland, OR October 2022
 - NACADA Region 4 Conference – Atlanta GA April 2022
- “Leading Your Team on the Parade to Success”
 - NACADA Region 4 Conference - Mobile, AL March 2019

Georgia State University

- “Your Success is Our Success: Admitting Freshmen for an Intrusive Summer Program”
 - NACADA Annual Conference - Minneapolis, MN October 2014
- “Major Exploration: Finding the Right Path to a Major”
 - NACADA Region 4 Conference - Miami, FL March 2012

Big Brothers, Big Sisters of Atlanta

- “Major and Career Exploration”
 - Atlanta, GA May 2013

Florida International University

- “Create an Impactful Academic Advising Practicum for Higher Education GraduateStudents”
 - NACADA Region 4 Conference - Birmingham, AL March 2011
 - NACADA Annual Conference - Denver, CO October 2011

RESEARCH EXPERIENCE

Dissertation, University of West Georgia August 2020-December 2022

Advisor: Dr. Tommy Jackson

- Where are All the Black Girls in the STEM Pipeline? A Phenomenological Study on the Essence of Black Females Lived Experiences in STEM Majors at a PWI
 - Research on the lived experiences of Black female students and the impact it has on their persistence and retention in STEM majors at a PWI
 - Utilizes Female Identity Theory and Black Feminist Thought
 - Frameworks include ARCS-V model and phenomenology

American Society for Engineering Education

Contributing Author: First-Year Programs Division Paper

- Co-authored white paper submission for First-Year Programs Division White Paper
- Paper is about creating first-year program targeting female and historically excluded minorities in Engineering and Engineering Technology majors to help provide student success initiatives to help increase retention, progression, and graduation rates that are typically lower than their male, white peers

Advising Success Network, NACADA

May-July 2020

Grant Funded Contract Contributor

- Advising Success Network is a grant-funded program through NASPA to help redefine academic advising
- Utilizing Institutional Transformation Assessment elements to help in redefining academic advising
- Creating an academic advising roadmap for institutions to utilize when designing/implementing academic advising on their campuses

**HONORS &
AWARDS****Staff Fellowship**

2020-2021

Kennesaw State University, Office of Diversity and Inclusion

- Received grant funding of \$8,000 to conduct research related to dissertation project
- Provided update to Office of Diversity and Inclusion on research objectives during awards ceremony
- Attended conferences and institutes with grant funding

Outstanding Advisor Award

2021

Kennesaw State University, Southern Polytechnic College of Engineering and Engineering Technology

- Awarded each year to most outstanding advisor in the college

**PROFESSIONAL
ASSOCIATIONS**

National Academic Advising Association (NACADA)

Member since 2010

- Annual Conference Co-Chair for Orlando, FL (appointed) 2023
- Region 4 Chair (elected) 2020-2022
- Annual Conference Steering Planning Committee (appointed) 2020
- State of Georgia Representative (elected) 2018-2020
- Region 4 Awards Coordinator (appointed) 2016-2018
- Region 4 Awards Committee Member (volunteer) 2014-2016
- Region 4 Travel Grant Recipient for regional conference 2015

**TEACHING
EXPERIENCE****GSU 1010, Instructor, Georgia State University**

2012-2016

SLS 1501, Instructor, Florida International University

Fall 2010

TECHNOLOGY

Proficient in: Microsoft Excel, PowerPoint, Word, Publisher, OneNote, Access, Banner, Degree Works, Education Advisory Board (EAB/Navigate), Argos, SAS, TargetX (Salesforce)