

ANGELA HACKETT

1202 East Copper Street, Tucson, Arizona 85719

ahackett@arizona.edu

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

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

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

- Aug 2022- Present Assistant Director of Operations, University of Arizona – School of Government & Public Policy
Oversee all operations and staff administrative responsibilities in the School
Report directly to School Director for all matters
Evaluator for departmental administrative organizational effectiveness and propose adjustments to responsibilities
Provide daily coaching and professional training for all staff
Provide all visa and international faculty/staff support
Provide all Faculty Affairs support for hiring, retention, promotion, and retirement
Provide leadership and support for internal and external stakeholder via the School Community Advisor Board
Provide oversight and guidance for all academic programs
Manage and execute special projects for the School leadership
Develop, monitor, and enact departmental academic/curricular policies
- March 2014- Aug 2022 Manager of Administration, University of Arizona- School of Government & Public Policy
Title change in 2017 from Office Supervisor to Manager of Administration
Administrative Management:

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 UG program fee oversight and allocations
 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

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