November 20, 2017

Director, Center for Multicultural Advancement and Student Success Search
Human Resources
University of Massachusetts, Amherst, MA 01003

Dear Chairperson and Search Committee,

Please accept this letter and attached resume as my application for the position of Director for the Center for Multicultural Advancement and Student Success (CMASS).

I offer you twenty years’ experience in higher education with a commitment to the philosophies of a liberal arts education and serving students from under-represented populations. Currently, I serve as Interim Co-Director for CMASS here at the University of Massachusetts, Amherst. In this position I supervise a professional team, manage the budget for two functional areas and oversee the transition from an academic support model to a student success model. The past three years have given me unique insight to inform the future path of the Center so that it will align with the university priorities regarding building positive and inclusive communities while enhancing student retention and graduation. Working in partnership with colleagues and constituents it will be imperative for CMASS to provide evidence-based support for students of diverse backgrounds while being a voice of advocacy and innovation through in-person and technological enhancements. As a visionary leader, I am the candidate capable of leading this important University Center.

I offer the previous employment experience outlined in my resume as evidence of my progressive career in higher education. I have had the opportunity to work with a diverse range of constituents while developing skills such as program and budget management, staff leadership and group facilitation. Further, I have a strong working knowledge of social justice education theory with awareness of how our intersectional identities influence the experiences in higher education.

I offer you my past employment experiences as proof of my skills in the enclosed resume. I look forward to an opportunity to speak to you further regarding my candidacy for the position of Director for the Center for Multicultural Advancement and Student Success. Please feel free to contact me at 413-230-2030 or via email at occmass@gmail.com.

Sincerely,

Oscar Collins, MEd.
Oscar R. Collins

62 Gardens Drive
Springfield, MA  01119
Phone:  (413) 230-2030
Email:  occmass@gmail.com

Professional Experience

Center for Multicultural Advancement & Student Success
University of Massachusetts, Amherst, MA  01003
Interim Co-Director, July 2014 – Present

• Supervise three professional staff and one graduate staff member; co-supervise two professional staff
• Manage the student success coaching program including development of rubric and assessment tools.
• Provide academic support through advocacy and referral of students to relevant campus resources.
• Direct oversight of the CMASS Academic Support and Institutional Diversity Budgets which include payroll and program management.
• Develop and facilitate workshops for students and staff regarding best practices.
• Manage the CMASS Intergroup Dialogue Program which includes Education 392 B and Education 202

Associate Director, Academic Support, July 2011 – July 2014

• Ensured retention and degree attainment of students of color, first generation and pell eligible students through counseling, advising, advocating and development of on-campus partnerships.
• Provided academic support through advocacy and referral of students to relevant campus resources.
• Managed Academic Support Budget which including payroll and program management.
• Developed and facilitate workshops for students and staff regarding best practices.
• Supervised two professional staff and one graduate staff member; indirectly supervise a student staff of approximately eight.
Academic Services Office, Athletics Department  
University of Massachusetts, Amherst, MA 01003  
Learning Specialist/Assistant Director, August 2008 – June 2011

- Developed and manage the educational support programs for student athletes with learning challenges and disabilities.
- Act as a liaison to the Disability Services Office.
- Interview, hire and train graduate and undergraduate tutors and educational assistants.
- Oversee assistive technology lab and resources.
- Develop and facilitate academic trainings and workshops for student athletes, staff members and coaches.
- Manage a budget of approximately $50,000 including payroll and program management.
- Chair Diversity sub-committee for the Athletics Department.
- Member of the Student Athlete Welfare Group.

Disability Services Office  
University of Massachusetts, Amherst, MA 01003  
Consumer Manager, July 2004 – August 2008

- Provided counseling, advocacy and support to all Consumers.
- Developed and maintained official Disability Services website.
- Consulted with University staff members to ensure reasonable accommodations for Consumers.
- Chaired the “In-House Training & Events” Committee.
- Member of the “Staff Retreat Planning”, “Public Relations & Outreach” and “Technology” Committees.
- Developed the Disability Service Contact Management Database.
- Worked with external agencies to secure services and funding to assist students and faculty in providing reasonable accommodations.
- Represented Disability Services at University-wide events such as Admissions Open Houses and on-campus trainings.
- Coordinated handicap parking requests for the University Undergraduate Commencement.

The Dean of Students Office  
Clark University, Worcester, MA 01610  
Assistant Dean of Students, June 2002 – July 2004  
Coordinator of ALANA Student Development, June 2002 – July 2004

- Planned and implemented the Sumner Scholar’s Summer Institute.
- Developed and facilitated workshops & trainings sessions focused on social justice and diversity issues for professional
staff, student staff and the general undergraduate population.

- Counseled and advised students in a variety of issues pertaining to undergraduate life.
- Coordinated campus-wide Martin Luther King Day events.
- Supported all ALANA recruitment events by assisting in the planning and implementation of each program.
- Advised “Culture Shock” multicultural student organization.
- Coordinated Transfer and Commuter Orientation programs.
- Advised Gryphon & Pleiades Honors Society.
- Coordinated & Implemented Gryphon & Pleiades Leadership Retreat.
- Participated in on-call duty rotation.
- Served as a member of the following University Committees:
  - Consortium on High Achievement and Success for Students of Color
  - Director of Student Activities Search Committee
  - Affirmative Action and Sexual Respect Committee
  - Bethune Multicultural Center Advisory Committee
  - Campus Climate Task Force

The Office of Student Activities
Howard University, Washington, DC  20059
Associate Director, June 2001 – June 2002

- Coordinated major annual programs including: Homecoming, Spring Black Arts Festival, Cheerleader Program, Student Government Elections, Arts & Sciences Council and the Undergraduate Student Assembly.
- Managed programming budgets, in excess of $200,000, for all major student events.
- Hired and supervised Cheerleader Coordinator and Assistant Coordinators.
- Created and supervised the “Student Internship Program for Upperclassmen interested in Student Affairs Administration”.
- Coordinated University Support Services necessary for implementation of student-organized events on and off campus.
- Ensured the efficient operation of office procedures by coordinating activities of assigned support personnel.
- Reviewed and recommended approval of student activities for all University-Wide events.
- Selected and supervised personnel assigned to represent University at all University-sanctioned events.
- Monitored out-of-town activities sponsored by student organizations.
• Counseled student organizations and individuals on University policy and procedures.
• Facilitated negotiation process for contractual terms and ensured that student organizations complied with legal agreements.
• Mediated conflicts between students on behalf of student organizations, vendors, faculty and staff.
• Solicited alternative sources for funding student activity programs; successfully obtaining over $300,000 in sponsorship funds.

Marvin Center – Scheduling & Events Office
The George Washington University, Washington, DC 20052
Hippodrome Manager, June 2000 – June 2001
• Managed daily operations of the Hippodrome, a student activities center.
• Coordinated programming efforts of various student organizations.
• Advised student organizations on best practices for program implementation.
• Supervised Assistant Manager and a staff of 40 student employees.
• Coordinated and managed event calendar.
• Created and implemented programs focused on student development.
• Managed $40,000 annual programming and operations budget.
• Oversaw bowling alley renovations.
• Hired and trained new staff members.

Housing Services – Residence Life
University of Massachusetts, Amherst, MA 01003
Residence Director, August 1997 – May 2000
• Managed daily operations of Kennedy residential cluster.
• Supervised two graduate student employees and 19 undergraduate student employees.
• Created and implemented effective staff development initiatives.
• Created and presented programs focused on student development, multicultural and social justice issues and team development.
• Managed programming budget for cluster events.
• Provided counseling, advising and referral for students, residents and staff.
• Oversaw administrative duties related to housing assignments, inventory, damage billing, key control, fire safety, building securing and Cluster Office management.
• Managed operations of the student run snack bar.
• Advised House Council and Club Kennedy.
• Adjudicated violations of the Student Code of Conduct.
• Facilitated Spring 1998 RA Seminar.

Student Life Department – Residence Life
Nebraska Wesleyan University, Lincoln, NE 68504
Hall Director
July 1994 – May 1996
• Managed residence hall housing 110 male residents.
• Supervised and advised staff members.
• Implemented training and development courses for Residence Life staff.
• Mediated conflicts between staff and residents.
• Presented programs on student leadership and cultural issues.
• Advised the following organizations: Rainbow Club, Plainsman Hall Council and Inter-fraternity Council.
• Managed programming budget for Plainsman Hall Council.

Education
May 1997 University of Nebraska at Lincoln Lincoln, NE
Masters of Education
Major: Educational Administration Specialization: Student Affairs Administration

August 1994 Grand Valley State University Allendale, MI
Bachelor of Science
Major: Psychology Minor: English

Facilitation & Presentation Experience
“University 193 A: Your Winning Season”
• Facilitated one-credit seminar for freshmen student athletes, Fall 2009 & Fall 2010.

“Communications 197 A: Access to Success”
• Facilitated one-credit seminar for BCP freshmen, Fall 2007, Fall 2008 & Fall 2009.

“One Size Doesn’t Fit All: A Multiple Identity Approach to Working with Student Athletes”
• Presenter, N4A National Conference, June 2010.

“Academic Support Services for student Athletes: What you needed/wanted
to know!”
- Co-presenter, N4A Regional Conference, April, 2010.
“Making Athletes Successful Students: An objective-based approach to learning.”
- Co-presenter, N4A Webinar Series, February 2010.
“Showcasing What you Know: Presenting at Conferences.”
- Presenter, OPSAS Five College Symposium, October 2009.
“Seeing Students for Who They Are: A Multiple Identity Development Approach”
“The 1st Annual Millennium Leadership Conference: Movin’ On UP”
- Acted as the key administrator in coordinating and development of a conference for ALANA students, March 2003.
- Guest Speaker, Unity Week, Suffolk University, March 2003.
“Dialogue Discussion on Individual Identity Development”
- Co-facilitator, Crossing Boundaries Conference, Clark University, October 2003.
“Diversity 101: Know You First”
- Facilitator, Bethune Multicultural Center, Clark University, November 2003.
“I’m Gay, I’m a person of color, I WON’T CHOOSE!”
“the Box: Tools needed to create a positive Residence Hall Community”
- Lead Presenter, MCPA Fall Drive-In Conference, October 1999.
“Affirmative Action & You.”
- Presenter, Resident Assistant Spring Conference, UMass, January 1999.
“Computer-Based Technology: Rebooting the Student Affairs Profession.”
- Co-presenter, NASPA Midwest Regional Conference, October 1997.
“Resourcpoly: Playing the Game.”
- Presenter, Nebraska Wesleyan University, October 1995.
“Enhancing Brotherhood through Visionary Leadership”