

# Gretchen Doenges

GretchenMDoenges@gmail.com  
832.607.9502

## Education

- May. 15    ***Master of Education in Student Affairs and Higher Education***  
Texas State University, San Marcos, TX
- Dec. 11    ***Bachelor of Arts in Interdisciplinary Studies***  
The University of Texas at San Antonio, San Antonio, TX

## Teaching Experience

- Fall 16-    ***Jaguar Tracks 1 Instructor***  
Fall 19    Texas A&M University-San Antonio  
             -Fall 2016 (1 section)  
             -Spring 2017 (1 section)  
             -Fall 2017 (2 sections)  
             -Fall 2018 (1 section)

## Staff Experience

- July 21-    ***Director, Student Engagement***  
Present    Texas A&M University-San Antonio  
  
             -Coordinate First-Year New Student Orientation and JagX Program for 1,000 students  
             -Coordinated campus wide onboarding process and procedures to improve the student experience  
             -Oversee Family Orientation, Family First-Seminar, and Family Weekends  
             -Oversee Transfer Orientation, Transfer Mentoring, and Transfer Weeks  
             -Supervise a team of 4 professional staff and 12 orientation leaders  
             -Collaborate to initiate campus wide retention initiatives  
             -Chair Ring Day Committee and Outstanding Senior Committee  
             -President's Leadership Class Sophomore Cohort Instructor
- Dec. 18-    ***Assistant Director, New Student Programs***  
July 21    Texas A&M University-San Antonio  
  
             -Coordinate First-Year New Student Orientation and JagX Program  
             -Implemented collaborations across campus to support transfer student and family members  
             -Coordinated campus wide onboarding process and procedures to improve the student experience  
             -Collaborate with coordinator for Family Orientation, Family First-Seminar, and Family Weekends  
             -Collaborate with coordinator for Transfer Orientation, Transfer Mentoring, and Transfer Weeks  
             -Chair to Onboarding and Orientation Committee  
             -Supervise 3 professional staff and 30+ orientation leaders  
             -Member of Ring Ceremony, Week of Welcome, Senior Day, and Strategic Planning Committees
- March 16-    ***Coordinator, First-Year Experience***  
Dec. 18    Texas A&M University-San Antonio  
  
             -Developed inaugural Freshman Orientation and JagX Program for 600+ students

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- Coordinated inaugural Family Orientation, Family Days, and Transfer Arise Program
- Collaborated to create Family First Seminar, a first-year seminar programs for families
- Supervised, recruited, trained, evaluated, and supported 12+ orientation leaders and NODA Interns
- Implemented student worker training and professional development programs
- Facilitated President's Leadership Class for the freshmen cohort
- Instructed First-Year Seminar courses
- Member of Strategic Plan and Freshmen Bridge Committees

March 15- ***Coordinator, Student Activities***

March 16 Texas A&M University-San Antonio

- Coordinate Transfer and Graduate Student Orientation
- Chaired Online Orientation Advisory Committee
- Implemented Learning Management System, Advantage Design, for online orientation
- Oversaw 30+ student organizations required trainings, budgets, and advisory process
- Implemented new student organization software program, OrgSync
- Utilized technology to enacted new offices processes and increase efficiency
- Organized Week of Welcome, President's Picnic, Jaguar Awards, and Involvement Fairs
- Developed student work training and professional development
- Supervise 4 student workers and manage front desk
- Member of Inauguration, Fall Fest, and Fiesta de Cascarones Committees

June. 13- ***Graduate Assistant, Living Learning Communities***

May 15 Texas State University-Department of Housing and Residence Life, San Marcos, TX

- Co-supervised 15 Living Learning Community RAs
- Managed a programming budget of \$17,000 for 10 Living Learning Communities
- Developed newsletters and other written material for each Living Learning Community
- Implemented first six weeks retention programs to familiarize for 435 residents with campus
- Assisted RAs with developing an academic co-curricular syllabi of programs per semester
- Provided academic intervention and organize weekly study groups based on co-enrolled classes
- Collaborated with faculty in residence and departmental liaisons to host site visits and hall events
- Managed Living Learning Community Facebook, Twitter, and Instagram

May. 14- ***Intern, Advisor***

July. 14 Café College, San Antonio, TX

- Engaged with students for one-on-one advising sessions to assess student's career and college goals
- Completed over 85 student contact hours
- Guided students through FAFSA/TASFA to ensure correct completion

Jan. 14- ***Intern, Distinguished Graduate Program***

May. 14 San Antonio College, Office of the Vice President for Student and Academic Success

- Collaborated to redesign and host Graduation Push Week to promote graduation
- Spearheaded the Distinguished Graduate Program Award Ceremony
- Selected and recruited 55 students for the Distinguished Graduate Program

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Jul.12- ***Area Coordinator***

May.13 Baker University, Office of Residence Life, Baldwin City, KS

- Supervised, trained, and evaluated 12 resident assistants
- Oversaw 3 buildings: opening, closing, room changes, occupancy reports, and floor plans
- Consulted with university departments concerning facilities management
- Served as an administrative hearing officer during disciplinary hearings held 12+ times a week
- Chaired Residence Life recruitment and in-service committees
- Managed emergency and on-call responsibilities on a rotating basis for 700 residents

Sep.08- ***Student Coordinator***

Aug.11 UTSA, Orientation and Family Programs

- Supervised 4 Team Leaders and 22 Orientation Leaders
- Planned Online NSO, Transfer Orientation, Roadrunner Camp, Extended NSO, and ROWDYS Camp
- Developed freshman program publications, planner, and program schedule

Nov. 08- ***Orientation Leader***

Aug. 08 UTSA, Orientation & Family Programs

- Worked as a team to orient over 5,000 new students and 2,500 family members
- Facilitated orientation for groups of 36+ freshmen students
- Actively demonstrated skills learned in leadership and teambuilding exercises