

Yaribel S. Caraveo

Education

Masters of Education in Student Development and Leadership in Higher Education
Academic Advising Certificate
Angelo State University

May 2022
San Angelo, TX

Bachelor of Arts in Psychology and Sociology
The University of Texas at Brownsville

May 2014
Brownsville, TX

Experience

Assistant Director, First-Year Experience
Coordinator, First-Year Experience
Texas A&M University-San Antonio

January 2024 - Present
December 2018 – December 2023
San Antonio, Texas

Oversee a Learning Communities Program and the management of student staff (Peer Leaders) who support first-year initiatives created to increase student retention and academic success from the first to the second year. Major responsibilities include:

- Facilitated the implementation of a Learning Communities Program at the university by linking core curriculum courses with First-Year Seminars and offering out-of-classroom programming.
- Assists the Director of First-Year Experience in managing the annual student wage budget of \$199,000.
- Creates 250 hours of professional development and training annually for student staff based on best practices and theoretical framework to further develop in their current role and gain transferrable skills after graduation.
- Responsible for the recruitment and training of the 20 student staff and directly supervising 11 in First-Year Seminar and Learning Communities programming.
- Foster partnerships with Student Engagement and Academic Advisors during New Student Orientations to help incoming first-year students register for Fall courses.
- Reorganized the collection of hiring documentation for First-Year Seminar adjunct faculty to ensure all necessary forms were submitted to Human Resources.
- Utilizes portals like Banner, Argos/Cognos, Inspire Civitas, and Tableau to evaluate program successes and track student academic progress.
- Co-presented at the 2023 First-Year Seminar Conference and the 2023 Employee Development Day on the professional development and training offered to student staff.
 - “Into the Deep End...with Floaties: Peer Leader Training”
 - “Building a Culture of Excellence: Investing in Team Professional Development”
- Coordinates the logistics for programming and events offered to support an incoming first-year class of 1,000 students. Programming includes:
 - First-Year Seminar Course Scheduling
 - Peer Leader and First-Year Seminar Faculty Pairings
 - First-Year Seminar Faculty Training
 - Pre-Registration Party
 - Learning Communities course pairings
 - Learning Communities Faculty Workshop
 - Learning Communities Social

Coordinator, Leadership and Social Change Programming – Student Involvement
The University of Texas Rio Grande Valley

July 2015 – July 2017
Brownsville, Texas

Supervised programs related to diversity, leadership, community service, and social change created to guide students through their academic career and further develop their professional and personal skills.

- Reconstructed and implemented leadership programs designed to guide students through their first year at the university and further develop leadership skills for current students.
- Developed leadership programming with a theoretical framework and oversaw the recruitment, selection, and training processes.
- Organized special events for various program areas such as orientations, overnight campus retreats, graduation ceremonies, and community-wide events. Programs included:
 - Freshman Leadership Academy
 - Freshman Leadership Academy Peer Mentors

- Student Leadership Academy
- LeaderShape™
- Martin Luther King Jr. Day of Service
- National Society of Leadership and Success
- Lavender Graduation
- Tracked the progress of participating students over the course of 1 – 2 years and created assessment reports for the department.
- Co-managed the annual budgets of four program accounts totaling approximately \$95,000.
- Collaborated with faculty and university departments in hosting multicultural events surrounding monthly celebrations such as Latinx History Month and Black History Month.
- Represented the department at various recruitment events including incoming student orientation, family orientation, and involvement fairs.
- Served as a co-advisor for the National Society of Leadership and Success UTRGV chapter with approximately 150 active members.
- Supervised and trained student staff for event and program implementation.

Coordinator of Student Engagement – Office of Student Engagement

July 2014 – July 2015

The University of Texas at Brownsville

Brownsville, Texas

Managed a range of efforts designed to support the academic and personal success of current students, specifically student activities, leadership programs, and student organization community and regulations. Major responsibilities included:

- Responsible for verifying necessary documentation of Registered Student Organizations and confirming their compliance with policies set by the state, UT System, and the university.
- Coordinated and assisted in various programs designed to expand student leadership opportunities through workshops, conferences, speakers, and programs. Events and programs include:
 - Leadership Luncheon Series
 - Student Leadership Conference
 - Student Organization Leadership Conference
 - University Ambassadors
 - University Scholars
 - Student Leadership Banquet
 - Archer Fellowship Program
- Organized selection committees for the Leadership Ring and Who’s Who Among American Schools and Colleges.
- Coordinated various events on campus such as social events, risk management training, senior ceremonies, and new student programs. Events included:
 - Weeks of Welcome
 - Ring Ceremony
 - Student Leadership Commencement Ceremony
 - Grad Fair
 - Risk Management Training
 - Student Involvement Fair
 - Volunteer Fair
 - M.L.K Day of Service
- Responsible for the management of all office equipment rentals with a value of approximately \$25,000.
- Assisted the New Student Relations Coordinator with New Student Orientation presentations and training orientation student staff in utilizing Datatel and Informer software to generate reports regarding incoming student orientation progress.
- Assisted the University Scholars program in conducting student one-on-one meetings and tracking academic progress through the semester for approximately 200 students.
- Assisted in various focus groups and summits targeting the needs of the students for the University of Texas Rio Grande Valley.

Institutional Involvement and Engagement

- ACUE – Designing Learner-Centered and Equitable Courses | 2024
- Leadership Academy Cohort 3 | 2023 - Present
- Staff Council Member and Secretary | 2023-2024
- Outstanding Senior Committee | 2023 & 2024
- Employee Development Day Committee | 2023 & 2024
- Jag Women Rock! Selection Committee | 2022 & 2023
- LeaderShape Facilitator | 2021
- Jaguar Award Nominations Review Committee | 2021, 2022, 2023, 2024