

# Regina Jamar Burden

## ◆ ADMINISTRATOR ◆

Authentic | Inclusive | Competent | Honest | Leader

Senior-level Administrator with a solid reputation for possessing a strong commitment to the development of others and providing a stimulating, inclusive, and motivating learning environment. Customer focused, trustworthy, visionary leader with experience in efficiently managing risks associated with operations, enrollment, and compliance.

- √ Data-Driven Decision Maker
- √ Project/Program Manager
- √ Effective Communicator
- √ Operations Manager
- √ Strategic thinker and planner
- √ Relationship Builder
- √ Fiscal Accountability
- √ Strong Interpersonal Skills

## PROFESSIONAL EXPERIENCE

### Director of Program Operations (full-time) Girls Incorporated, Huntsville, AL

January 2021 – present

*Girls Inc. is a national nonprofit organization that inspires girls to be strong, smart, and bold. The organization serves girls ages 6-18. Girls Inc. uses a combination of long-lasting mentorship, a pro-girl environment, and a research-based programming approach to develop the whole girl to lead fulfilling and productive lives and become role models in the community.*

- Maintains systems and procedures necessary for operations and manage risks
- Implements the strategic plan and develops goals for staff consistent with the strategic plan and mission of the organization
- Supervises designated staff and establishes professional development for staff
- Assesses and evaluates staff to ensure programming is delivered in alignment with goals and objectives of the organization
- Facilitate learning for girls in grades Kindergarten – high school
- Collaborates with the Executive Director and Finance Manager with budget development
- Collaborates with Executive Director to ensure programs are effective and impactful
- Manages the basic HR functions of employment, termination, discipline and recommendations for compensation for employees.

### Achievements

- Collaborated with Executive Director and Board of Directors to write strategic plan
- Established onboarding procedures for new employees
- Implemented inventory control policies and procedures
- Lead the installation of new software COMPASS 360
- Serve on National Task Force to create and revise programming for Social Emotional Learning

**Dean of Student Services  
Drake State Community/Technical College, Huntsville, AL**

**June 2019 – June 2020**

*Drake State Community and Technical College is a two-year public institution that offers university-transfer and technical degrees, certificates, adult education, and workforce training. The Student Services directorate consists of Admissions, Registrar, Financial Aid, Testing, TRIO/Student Support Services, and Student Success.*

- Served on the President’s Cabinet
- Provided leadership and supervision for the student services staff
- Managed the budgetary, planning, operational functions and services in an integrated manner
- Developed opportunities for engagement throughout the college and community
- Served as Title IX Coordinator
- Followed risk and compliance policies and procedures
- Partnered with academic units to establish strategies that aligned with strategic plan, retention, and graduation goals
- Analyzed data for enrollment and persistence purposes
- Ensured emphasis placed on priorities to ensure goals were met
- Created and analyzed data through surveys and focus groups

**Achievements**

- Developed Strategic Enrollment Management Plan and recruitment calendar
- Increased enrollment by 3%
- Restructured units for cohesiveness and efficiency
- Restructured New Student Orientation
- Successfully applied and received approval for Caring Campus Initiative
- Revised student catalog and handbook
- Increased dual enrollment students by 30%

**Vice President for Student Affairs and Enrollment Management  
Tuskegee University, Tuskegee, AL**

**August, 2015 – June 2019**

*Tuskegee University is an independent and state-related institution of higher education offering both graduate and undergraduate degrees. Its programs serve a student body of approximately 3,000 students. The areas within the Student Affairs Division include: Career Development and Placement, Student Life and Development, Student Health Services, Admissions, Financial Aid, Housing and Residence Life, Student Health Services, Wellness Center, and Dean of Students.*

- Served on the President’s Cabinet;
- Mentored, coached, inspired and supervised over 70 employees within the Student Affairs Division;
- Assessed data, researched best practices and provided leadership to establish the university’s enrollment, recruitment and retention goals to ensure a diverse environment;
- Taught class to first year students to teach history of institution and acclimate them to success
- Developed and maintained relationships with diverse organizations for student internship and placement opportunities;
- Researched and implemented best practices for diversity and inclusion strategies and programs;
- Identified, monitored, and controlled risks associated with enrollment, and compliance;

**Achievements**

- Served on Strategic Planning Committee to remove SACSCOC Warning
- Increased enrollment for two consecutive years
- Managed implementation of new technology and automated processes
- Increased attendance at Open House events
- Used Blackboard Analytics and other software to make data-informed decisions
- Restructured New Student Orientation to include all aspects of the college
- Oversaw Career Development Office
- Implemented Career Readiness Week
- Increased Career Fair participants by 15%
- Trained alumni to support recruitment efforts and to restructure budgetary allotments
- Collaborated with Title IX to implement new strategies to create a safer and more inclusive campus
- Implemented assessment plans to identify student satisfaction with services
- Established CARE Team

- Partnered with Chief Financial Officer to establish positive and inclusive budgeting process;
- Analyzed complex issues and used critical problem solving techniques to resolve and implement appropriate solutions;
- Collaborated with stakeholders of the college to establish meaningful, effective and diverse working relationships that fostered student success and achievement;
- Developed, planned, implemented and administered programs and services as well as established policies and procedures necessary to support a diverse and inclusive environment;
- Mediated and resolved student issues using critical thinking skills;
- Hosted an annual Career Fair with over 100 diverse and reputable employers;
- Supported and oversaw over 90 student clubs and organizations
- Joined the Title IX Coordinator to implement and assess strategies/initiatives for an inclusive environment;
- Presented data to key stakeholders including Board of Trustees
- Hired, trained, and evaluated administrative staff;
- Assisted in the development and administration of the budget for assigned functions; directed the forecast of additional funds needed for staffing, equipment, materials and supplies; monitored and approved expenditures

**Assistant Vice President for Student Affairs  
Motlow State Community College, Tullahoma, TN**

**April, 2010-August, 2015**

*Motlow State Community College is a public, multi-campus college offering certificates, associate degrees, and flexible learning pathways for transfer, college preparation, and workforce development to more than 5,000 students. The division units included: Admissions, Records, Student Success Center, Disability Services, Testing, Athletics, Student and Campus Relations.*

- Provided leadership to the Student Affairs Division staff of 35 employees across four campuses
- Served as chief student administrator and advocate;
- Mediated and resolved student issues using critical thinking skills;
- Ensured compliance with federal, state and college policies and mandates;
- Managed multiple budgets in excess of \$1 million;
- Administered Student Activity Fee funds;
- Developed and assessed programming that was inclusive of all students;
- Chaired and represented the division on a variety of college committees, including but not limited to the Access and Diversity Committee and Strategic Planning Committee
- Served on the President’s Senior Staff;
- Assessed data to identify areas for improvement and developed action plans;
- Developed, planned, and facilitated professional development for staff;
- Led the reporting of campus safety/security;
- Monitored program evaluation within the division;

- Achievements**
- Created Behavioral Intervention Team (BIT)
  - Coauthored successful diversity and inclusion grant for \$25,000
  - Restructured New Student Orientation for efficiency
  - Represented the College as a Maxine Smith Fellow
  - Implemented new strategies for sophomore year success
  - Implemented assessment plans to increase student satisfaction
  - Restructured division to provide more efficient and student focused services

**Director of Disability Services**  
**Motlow State Community College, Tullahoma, TN**

**August, 2009-April, 2010**

*Motlow State Community College is a public, multi-campus college offering certificates, associate degrees, and flexible learning pathways for transfer, college preparation, and workforce development. The institution had an enrollment of over 5,000 students.*

- Implemented and managed Disability Services unit at all four campuses;
- Provided direct services to more than 100 students with disabilities;
- Ensured institution compliance with federal and state ADA regulations/laws;
- Assessed and modified services as needed based on students' needs and to ensure inclusion;
- Collaborated with other departments to coordinate diversity in course delivery and learning modules;
- Coordinated student accommodations, including assistive and adaptive technology;
- Developed, assessed and implemented short- and long-term strategic goals for the unit;
- Managed \$100,000 budget;
- Heightened awareness of unit roles and responsibilities across campus and within the community.

**Achievements**

- Increased number of students identifying with disability
- Heightened campus awareness of unit roles Trained faculty and staff on disability accommodations and innovative ways to implement
- Established partnerships with high schools
- Presented to high school parents and staff the differences between IDEA and ADA

**Program Specialist/Academic Advisor**  
**TRiO Program/Student Support Services**  
**Alabama A&M University, Normal, AL**

**May, 2003-August, 2009**

*Alabama Agricultural and Mechanical University is a 1890 land-grant institution. The campus had an enrollment of approximately 5300 students. Student Support Services is a federally funded program for low-income, first-generation students with a focus on completion.*

- Managed case load that served 212 low-income, first generation college students;
- Provided intrusive academic advising, counseling, and mentoring;
- Determined student eligibility through interview and screening process;
- Tracked matriculation of students;
- Assessed students' academic progress using statistical data package;
- Conducted comprehensive needs assessments and career assessments;
- Created educational plans;
- Co-developed Student Orientation and Registration (SOAR), which provided services up to 1300 students and their parents;
- Monitored program compliance with federal and state laws;
- Developed and managed operational budget.

**Achievements**

- Co-authored successful grant
- Heightened campus awareness of program through participation and training
- Taught First Year Experience course
- Organized TRIO Students In Action (TSIA), a service learning club
- Chaired Task Force to restructure New Student Orientation (SOAR)

## ***EDUCATION***

Ph.D. (ABD)	Higher Education Jackson State University, Jackson, MS	July, 2023
M.S.	Counseling Psychology Alabama A&M University, Normal, AL	May, 2008
B.A.	Sociology Alabama A&M University, Normal, AL	December, 2001

## ***PROFESSIONAL AFFILIATIONS AND CERTIFICATIONS***

American Association of University Women (AAUW), 2022  
John Maxwell Leadership Certification, 2021  
National Association of Professional Women, 2021  
American College Personnel Association (ACPA) 2018-2020  
Southern Association of Colleges and School, College on Commission, Evaluator, 2010-2015  
NASPA – Student Affairs Administrators in Higher Education, 2010-2021  
Association of Higher Education and Disability (AHEAD), 2009-2015  
Southern Association of Educational Opportunity Program personnel (SAEOPP), 2003-2009  
Green Dot By-Stander Intervention Certification, 2015