

# April L. Johnson, Ed.D.

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## SUMMARY OF QUALIFICATIONS

- 23 years of experience in strategic planning, partnership building, staff supervision, program assessment, budget management, advising and counseling students, and student advocacy.
- Hands on manager with 18 years' experience providing vision, executive leadership, and operational management to departments within the Division of Student Affairs.
- Experience working with non-traditional and traditional students; first generation and international students; youth from underrepresented communities; and adult learners.
- Demonstrated experience creating and delivering high-impact practices and programs that enhance the total student experience; and working with campus partners to develop, implement, monitor, and revise policies and procedures that support student engagement, retention, and success.
- Experienced with and understanding of policies and processes related to student conduct, crisis intervention, and campus emergency preparedness.
- Ability to successfully prioritize, coordinate, and manage multiple and complex projects and deadlines independently and with limited supervision in a timely and efficient manner.

## ACADEMIC PREPARATION

### **Wilmington University**

- Ed.D. Doctor of Education in Higher Education Leadership & Innovation

### **Florida State University**

- Ed.S. Specialist in Education (CACREP approved)
- M.S. Master of Science

### **University of Maryland Baltimore County**

- B.A. Bachelor of Arts

## TEACHING, RESEARCH, & SPECIAL PROJECTS

- Bowie State University FRSE Freshman Seminar
- McDaniel College CED 504 Lifestyle, Career Development & Decision Making
- Anne Arundel Community College ACA 100 Student Success Seminar
- Anne Arundel Community College PSY 100 Career Development & Assessment
- The Florida State University SDS 3340 Introduction to Career Development
- Writer for MD State Dept. of Education, Career Development Framework: Adult/Postsecondary Curriculum
- National Board for Certified Counselors: Item reviewer for exam development credentialing

## TECHNOLOGY SKILLS

**Software:** MS Word, MS Power Point, MS Outlook, MS Excel, MS Publisher, MS Teams, SharePoint, ZOOM, One Drive, Banner, Peoplesoft, PageUp, and PeopleAdmin.

**Career Management Systems:** e-Recruiting, College Central Network, Symplicity-NACELink, and Handshake.

### ***Career Assessment Tools / Instruments / Computer Assisted Career Guidance Systems:***

Career Thoughts Inventory, Self Directed Search, My Vocational Situation, Career Exploration Inventory, Test of Adult Basic Education, Barriers to Employment Success Inventory, Noel Levitz, O\*NET, Myers Briggs Type Indicator, Strong Interest Inventory, Card Sorts, and SIGI.

## **PROFESSIONAL EXPERIENCE**

### ***Vice President, Student Engagement***

- Provide vision, executive leadership, and direction for the staff and programs within the Student Engagement portfolio across the district, which includes four college campuses and one educational center.
- Serve as Chief Student Affairs Officer for the Meramec Campus.
- Collaborate with other Vice Presidents to oversee the registration and enrollment process.
- Work with campus President to create and manage campus facility renovation projects.
- Establish and maintain broad partnerships with Academic Affairs, other units at the college, and external sectors to increase comprehensive support of student development and success at the college.
- Implement methods that foster an elevated level of staff morale and provide personal and professional development opportunities for staff.
- Provide vision and leadership in the development of a new First Year Experience (FYE) program and mentoring program for first year students.
- Convene meetings of the college's Care Team. Provide direction and intervention for students in crisis and non-crisis situations. Collaborate closely with campus colleagues to assist with responses, including intervening with mental health staff, providing victim advocacy, and delivering support to students and families.
- Manage the student conduct process, including viewing cases via Maxient, facilitating investigations, creating, and sending charge letters, assigning code of conduct violations, and implementing interim suspensions.
- Partner with campus departments to create and facilitate intentional programs to support and celebrate diversity and inclusion.
- Create and facilitate comprehensive and systematic leadership training for all student organizations and their advisors.
- Participate in the strategic planning for assigned areas and assist in developing and implementing the overall college strategic plan. Guide staff in aligning unit level priorities, goals, and learning outcomes with the college's strategic directions and outcomes.
- Develop and implement policies and procedures related to student organizations, campus life, and student conduct. Serve as a central resource to faculty and staff regarding student policy concerns and questions. Coordinate the dissemination of student policy information to the campus community.
- Facilitated the Council for the Advancement of Standards in Higher Education (CAS) Self-Assessment Guides and used the data to create programs and implement services that impact the student experience.
- Prepare and administer the campus activity and student activity budgets for all campus life departments and student organizations across the district.
- Forecast funds needed for staffing, equipment, materials, and supplies. Create and submit budget proposals during the college's annual budget cycle.
- Identify technological platforms to support operations in the most efficient and effective manner possible. Provide technology-based recommendations for needs including leveraging existing technology and suggesting alternative and new systems.

### ***Assistant Vice President for Student Affairs***

- Provided vision, executive leadership, and operational management to student affairs units, including Student Activities, Student Leadership, Greek Life, Community Service & Civic Engagement, Multicultural Programs, and Student Organizations.
- Assisted the Vice President for Student Affairs in creating a culture of organizational effectiveness, providing personal and professional development of staff, and setting performance standards.
- Maintained the role as one of the Senior Student Affairs Administrators with signatory rights in the absence of the Vice President for Student Affairs.
- Engaged regularly with students and actively participated in student affairs events, which occurred throughout the work week, nights, and on the weekend.
- Designed, implemented, and managed a consistent student employment model within the division. Provided centralized student employee training and development programs. Created standardized student job description templates and related pay structures. Aligned systems for supervision, training, motivation, and developmental evaluation of student staff.

- Represented the interests and resources of Student Affairs in a variety of university contexts (including cross-divisionally), with students, and, as appropriate, with parents.
- Managed student conduct appeal hearings. Responded to investigators for judicial checks on former students seeking security clearances. Reviewed admission applications to determine if students with prior conduct issues/suspensions are admitted to the University.
- Managed the process for readmitting students who have experienced mental health evacuations.
- Created housing leasing timeline, communication plan, and marketing materials. Prepared housing check-in packets, organized check-in, and check-out procedures, and participated in Move-In Days. Responded to requests for housing contract releases and refunds.
- Served as a liaison between university legal counsel and Student Affairs.
- Developed, with other members of the leadership team, the strategic direction of the division including yearly goals and objectives. Developed and initiated action plans to accomplish these goals. Guided staff in aligning unit level priorities, goals, and learning outcomes with university and divisional strategic directions and outcomes.
- Worked with Student Affairs staff to implement, access, and report on progress of strategic plan goals. Assured systematic evaluation processes for all component operations.
- Managed assessment initiatives related to program development, accreditation, and resource allocation.
- Prepared and administered seven departmental budgets totaling more than \$1million dollars. Forecasted funds needed for staffing, equipment, materials, and supplies. Served as the fiscal officer for all student affairs student employment contracts.
- Served as web-content manager for the office of the VPSA. Created systems, which ensured departments regularly reviewed and updated web-based content.

#### ***Dean of Student Life***

- Managed the direction, coordination, staff supervision and implementation of policies and procedures for the following areas: Student Activities, Student Government, Student Leadership, Greek Life, Student Organizations, Commuter Student Services, and the Career Development Center.
- Coordinated, supervised, and contributed to the hiring, supervision, and performance evaluations of employees in the Office of Student Life and the Career Development Center.
- Served as senior team member for the Vice President of Student Affairs advising him on all matters pertaining to Student Life programs and assisting him in creating a culture of organizational effectiveness.
- Established and maintained an ongoing assessment plan to measure student learning outcomes and ensure relevance and effectiveness of programming efforts. Developed and implemented learning objectives and outcome assessments in conjunction with the mission and goals of the university and the Student Affairs Division.
- Worked with key faculty and staff to address and support university and departmental initiatives as well as campus wide student success and retention efforts.
- Managed the daily responses to student needs, coordinated intervention efforts for students of concern, and managed the creation of various reports.
- Set performance standards, provided mediation resolutions/opportunities for staff, and conducted exit interviews for staff members within the division.
- Responded to various Student Affairs-related crises reported to the Office of the Vice President for Student Affairs.
- Approved all budget requisitions and office supply orders for nine departments.
- Engaged regularly with students and actively participated in student life events, which occurred throughout the work week, nights, and on the weekend.

#### ***Director of Career Development Center***

- Provided leadership for the development and implementation of programs, initiatives, policies, and procedures.
- Developed and implemented strategies for expanding, marketing, and promoting CDC's programs, workshops, and services.
- Wrote job descriptions and performed annual staff performance evaluations. Developed new hire orientation programs, training manuals, and evaluation materials for CDC's professional and para-professional staff.
- Corresponded with local newspaper journalists on stories related to career development and employment trends.
- Performed annual budget preparation, administration, and control duties.

- Inventoried, coded, and shelved assessment instruments and career and job search related resources in the career center library.
- Developed and maintained the content on the Career Center's web site. Created and coordinated the dissemination of internal and external publications.
- Planned, implemented, and facilitated job and internship fairs, graduate school fairs, alumni career dinners, career exploration events, and job shadow experiences.
- Created events and activities for National Career Development month, Graduate School month, Disability Awareness month, and Federal Services month.
- Chaired committees comprised of academic and student affairs staff to create and implement Welcome Weekend, Octoberfest, Jan Term, Midnight Madness, and Families Weekend events.
- Provided theory based individual and group career counseling sessions both face to face and virtually for students, employees, and alumni.
- Planned and conducted career-related workshops/seminars related to identifying and matching career and vocational choices to academic preparation and career decision making.
- Thorough knowledge and training of career development theories and practices (e.g., Holland, Cognitive Information Processing [CIP], CASVE Cycle, Super, Jung, and Myers and Briggs). Qualified to administer and interpret Level "B" psychological tests and measurements. Established and maintained a valid and reliable testing environment.
- Administered and interpreted various aptitude and interest assessments, career choice inventories, and pre-screening instruments. Instructed and trained staff in utilizing assessments and on the interpretation and meaning of test results.
- Cultivated and maintained strong working relationships with the business community and employers. Actively participated in the Maryland Career Consortium.
- Coordinated events, disseminated information, conducted presentations and other related services to meet the needs of corporate recruiters. Monitored operations and supervised on-campus recruitment, resume referral and job listing services.
- Promoted students to employers and provided networking opportunities for students with area employers.
- Assisted students in their job search efforts by providing job leads and facilitating job-hunting workshops.
- Facilitated the placement of applicants into light industrial, construction, clerical, and healthcare jobs.

### **PROFESSIONAL AFFILIATIONS**

- National Association of Student Personnel Administrators (NASPA)
- Missouri Community College Association (MCCA)
- National Association for Campus Activities (NACA)
- American Student Government Association (ASGA)
- Association for Orientation, Transition and Retention in Higher Education (NODA)
- Sigma Gamma Rho Sorority, Inc.

### **UNIVERSITY SERVICE**

- Bowie State University
  - University Strategic Planning Committee
  - Core Enrollment Management Team
  - Middle States Self-Study Team
  - University Policy Review Committee
  - Staff Council Vice Chair
  - New Student Orientation Leadership Team
  - Student Affairs Assessment Team
  - Retention Agility Team
- McDaniel College
  - Student Affairs Professional Development Committee
  - Campus Diversity Council
  - Leadership Program Committee
  - Black Student Union Advisor
  - Student Affairs Division, Commission on Campus Life Committee Member
- Search Committee Chairperson for various positions at AACC, UMUC, McDaniel College, BSU, and STLCC

**WORK HISTORY**

**St. Louis Community College**

Missouri

*Largest public higher educational institution in the region with four campuses and two education centers serving more than 28,000 students.*

7/2021 to Present Vice President for Student Engagement

**Bowie State University**

Maryland

*Public Historically Black College/University with more than 6,000 students.*

6/2018 to 6/2021 Assistant Vice President for Student Affairs

12/2019 to 6/2020 Interim Vice President for Student Affairs

7/2016 to 6/2018 Dean of Student Life

6/2011 to 7/2016 Director, Career Development Center

**McDaniel College**

Maryland

*Private Liberal Arts College with 3,350 students.*

11/2006 to 5/2011 Director, Career Services

**University of Maryland University College**

Maryland

*Public Virtual University with more than 90,000 students worldwide.*

10/2005 to 11/2006 Assistant Director, Career Services

12/2005 to 3/2006 Interim Director, Career Services

**Anne Arundel Community College**

Maryland

*Public Two-Year institution with more than 53,000 students.*

1/2002 to 10/2005 Career Development Coordinator

Psychology Department Adjunct Faculty