

Cecilia Santiago

PROFESSIONAL EXPERIENCE

11/2005-Present

Coordinator, Cesar E. Chavez Center for Higher Education

California State Polytechnic University, Pomona, Pomona, CA

- Design programs, activities, and forums that outreach to Cal Poly Pomona faculty, staff, students as well as the surrounding community and which provide understanding, awareness, and support of multicultural issues.
- Advise and assist student committees with the coordination of the programs and provide direction regarding publicity, funding proposals, budget preparation, room reservations, and program evaluations.
- Develop and maintain support services and programs to increase retention of Latino students.
- Create presentation of forums which concentrate on providing ethnic student leader with avenues by which to gain personal and organizational skills to effectively assume and fulfill leadership roles.
- Oversee the recruitment, selection, training, and evaluation of student assistants and volunteers.
- Manage day to day operations of the Cesar E. Chavez Center for Higher Education.
- Maintain a thorough knowledge of University policies and procedures as they relate to campus organizations and the use of University facilities.
- Responsible of administering, monitoring, and disbursing State, ASI, and foundation funds.
- Develop fundraising opportunities.
- Produce and maintain the center's brochure, newsletter, and website.
- Serve as a contributing member to campus committees and associations such as Orientation, Bronco Fusion, Cross-Cultural Retreat, and the Student Development & Leadership Institute.
- Maintain working relationships with departments concerned with retention issues, such as EOP, academic colleges, and orientation services.

8/2003-11/2005

Associate Director of the Cultural Center & Director of the Ortiz Programs

Whittier College, Whittier, CA

- Implement and oversee all daily operations, programs, and services.
- Manage multiple programming and operational budgets, totaling over \$25,000
- Oversee coordination of annual events and assist students with programming focused on issues of diversity and multiculturalism.
- Evaluate and report campus climate and academic needs of students of color to ensure that Whittier College provides stimulating and culturally supportive environment.
- Coordinate initiatives that support Latino/a students and alumni.
- Plan and execute Chicano/Latino Graduation and African American Senior Recognition Banquet.
- Advise eight multicultural student organizations and the student government minority caucus.
- Collaborate with community organizations that support access to higher education for underrepresented students.
- Outreach to parents and current and prospective students.
- Hire, train, and supervise professional and student staff.
- Collaborate with faculty and administrators on programming, curriculum development, and advising.
- Assist with preparation and facilitation of first-year and transfer student orientations, which include organizing and facilitating an orientation session for Spanish speaking parents.
- Participate in campus-wide, academic, and Student Life committees.

- Facilitate diversity workshops for annual student leadership programs.
- Work closely with the Office of Admission to develop initiatives to recruit underrepresented students.
- Develop fundraising strategies to support operational budgets.

8/2002-8/2003

Admissions Counselor

Whittier College, Whittier, CA

- Recruited students in Southern California and Central Coast, visiting approximately 85 high schools and participating in over 20 college fairs during the fall semester.
- Consulted with families about issues of concern, such as cultural conflicts, housing, student life, financial needs and responsibilities.
- Established and maintained relationships with college counselors, school administrators, and community-based organizations.
- Advised students about post-secondary education and financial aid options.
- Assessed applicants' credentials and made recommendations for admission.
- Coordinated the AHANA Diversity Outreach Program to ensure that underrepresented students were recruited and provided with effective guidance throughout their admission process.
- Facilitated workshops regarding college admission for various community events.
- Represented Whittier College monthly at the California Student Opportunity and Access Program to discuss issues of inclusiveness and education.
- Assisted Families in Schools, a non-profit organization, in coordinating an educational conference at Whittier College, to help educate elementary school students and their parents about college admission requirements and career opportunities.

RELATED WORK EXPERIENCE

12/2000-5/2002

Research Associate

James Irvine Foundation & Whittier College Grants, Whittier, CA

- Conducted interviews with eight families of first-generation Latino Whittier College students to identify strengths and challenges their children experienced in higher education.
- Collected and analyzed qualitative data from interviews.
- Presented research methods and preliminary findings at the annual American College Personnel Association Conference in March 2002.

9/1998-5/2002

Social Work Program Coordinator

Whittier College, Whittier, CA

- Assisted Social Work Program Director in accreditation process for the Council on Social Work Education.
- Coordinated events to link college community, professional organizations, and students.
- Attended program meetings and discussed curriculum issues.

EDUCATION

Masters of Education

Emphasis: College Student Affairs
Azusa Pacific University, Azusa, CA
May 2007 (expected)

Bachelor of Arts

Major: Social Work Minor: Spanish
Whittier College, Whittier, CA
August 2002

PROFESSIONAL AFFILIATIONS

- California Council of Cultural Centers in Higher Education
- American College Personnel Association
- National Association of Student Personnel Administrators
- Hispanic Association of Colleges and Universities Scholarship Selection Committee

PRESENTATIONS

- **Mi Casa Es Su Casa: Diversity Training for Spanish-speaking Employees**
University of Colorado-Boulder, September 2005
 - **The Pioneer Syndrome: Persistence and Challenges of First-generation College Students**
University of Colorado-Boulder, September 2005
 - **Fostering Faculty-Student Relationships for Students of Color**
NASPA National Conference 2005, Tampa, FL
 - **Persistence of first-generation Latino Students and their Families: A Qualitative Study**
ACPA National Conference 2002, Long Beach, CA
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COMMUNITY SERVICE

- **Staff Director of the Spanish Vagina Monologues Production** February 2005-Present
Whittier College & California State Polytechnic University, Pomona
 - **Mentor** 2003-2004
Girls Today, Women Tomorrow Community Program East Los Angeles, CA
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RECOGNITIONS AND AWARDS

- **Fall Quarter '06 Division of Student Affairs STAR** February 2007
California State Polytechnic University, Pomona
 - **Employee of the Month** April 2003
Whittier College
 - **Outstanding Student in Social Work Field Education** May 2002
Whittier College
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SKILLS

- Fluency in written and oral Spanish
 - Strong interpersonal, analytical, oral, and written communication skills
 - Proficient in Word, Excel, Outlook, Banner, Power Point, FrontPage, Publisher, and Adobe Illustrator
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REFERENCES

- Available upon request