

# Vicki M. Hamby

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## RELATED EXPERIENCE

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### UNIVERSITY OF SOUTH CAROLINA, CAREER CENTER

Co-Interim Director

Senior Associate Director

Associate Director

COLUMBIA, SC

8/18 – 5/19

1/15 – present

7/12 – 12/14

- Provide strategic and daily oversight for all career development, experiential education and employer relations services, as well as for operations to include marketing, assessment and information technology
- Monitor development and implementation of all strategic plans and related programs, policies and procedures
- Facilitate staff progress toward goal/outcome completion and associated data collection, analysis and reporting
- Supervise 3-4 Career Center Associate or Assistant Directors, Career Center Office Manager, UofSC Testing Center Director and provide indirect supervision of 35+ additional staff
- Assisted with planning of two organizational restructures; managed staff expansion of 42% in one year
- Oversee annual budget proposal and approval process (total appropriations: \$1.7M; revenue: \$300K+)
- Co-authorize all budget decisions/expenditures across 5 accounts (appropriations, revenue, grant, foundation)
- Served as Project Manager for the evaluation, selection and implementation of the Handshake online career services platform; led a team of 10+ internal and external staff in executing all needed actions for a successful transition; increased internship/job postings by 265%; serve as primary database administrator; collaborate with UofSC system campuses and the Dept. of Information Technology to navigate issues around student data feeds
- Collaborate with 16 offices/colleges/schools across the UofSC campus to establish Memorandum's of Understanding (MOUs) for the shared use of the Handshake platform; provide related access and training
- Facilitated collaboration among 7 UofSC offices to cost-share and launch an online mentorship platform
- Initiated the development of a career readiness certification program built around the USC Employability Model and NACE competencies; co-developed the Career Champion faculty/staff training curriculum
- Authored 3 career-related chapters in the UofSC First Year Experience textbook
- Transitioned the work of USC's Annual Graduation Survey to Enrollment Management Data Analytics
- Managed/delegated all human resources and procurement related requests for 5 months following the unexpected death of our Office Manager
- Assisted with the office design, and planning and implementation of Career Center relocation across campus

### UNIVERSITY OF SOUTH CAROLINA, CAREER CENTER

Associate Director of Employer Relations

COLUMBIA, SC

12/08 - 6/12

- Oversaw staff in the budget development, design and delivery of all employer recruiting services including 10+ job fairs annually, employer information sessions, a wide variety of employer engagement activities, on-campus interviews, job postings and use of the CSO recruitment management software
- Monitored all employer relations efforts including targeted employer outreach, site visits, tracking of employer interactions, development of employer correspondence, Employer Advisory Board, Employer Recruitment Conference and Partnership Program (raising approximately \$60K annually in supplemental operational funds)
- Traveled to employer sites and regularly served as a consultant to employers seeking to develop custom recruiting strategies at the UofSC; facilitated connections with campus partners as needed
- Refined and monitored application of all experiential education and employer relations policies and procedures
- Established internship program from ground up, developing legal agreements, risk management protocols and procedures for distributing \$200K in federal stimulus funding; oversaw ongoing co-operative education program
- Managed center-wide marketing and responded to media requests
- Supervised 3 Assistant Directors, 1 Career Development Coach, 1 Administrative Assistant and 1 Graduate Assistant; provided indirect supervision of 15 additional professional, administrative and student staff

**UNIVERSITY OF SOUTH CAROLINA, CAREER CENTER****COLUMBIA, SC****Assistant Director of Career Development****7/07 - 12/08**

- Supervised 1 Career Development Coach, 1 Career Librarian and 1 Graduate Assistant
- Conducted best practices research to develop the framework for our Career Peer Educator Program
- Participated in center-wide decision making through involvement in leadership team meetings
- Continued to perform same duties as in previous Program Manager position

**UNIVERSITY OF SOUTH CAROLINA, CAREER CENTER****COLUMBIA, SC****Career Development Coach (Program Manager)****9/98 - 7/07**

- Served as Liaison to the College of Liberal Arts and the Honors College for 8 years (additionally served as Liaison to the School of Journalism, School of Music and College of Criminal Justice for short periods)
- Managed college-provided budget (\$20K) and successfully petitioned for an increase in funding annually
- Planned and chaired annual meetings for two Career Advisory Committees comprised of faculty/advisors
- Designed and conducted 80-90 presentations annually, including day-long and week-long programs
- Counseled students through both 1-hour appointments and 10-minute on-call sessions, including resume critiques, mock interviews and psychometric assessment interpretation (SII, MBTI, SIGI+); provided consult on the full range of career management topics: career decision making, industry research, resume/cover letter writing, interviewing, internship/job search, networking, dress for success, navigating job fairs, employer research, evaluating offers, salary negotiation, first year on the job, etc.
- Supervised 1-3 graduate and practicum assistants annually; designed manuals and led 5-day GA training session
- Served on the Career Center web committee assisting with complete redesign and maintenance of site; developed and built niche website to promote the liberal arts career development program
- Marketed services to niche populations via 20 bulletin boards, monthly e-zine, email listserv and niche website
- Re-wrote Career Center handouts and submitted articles for academic newsletters and USC newspaper
- Developed and implemented Liberal Arts Career Week and assisted with securing employer speakers for various workshops, including Education Roundtables to promote various career paths in the education sector
- Assisted with Career Center job fairs; independently coordinated Seminary Day and Criminal Justice Career Fair

**CONSULTIS (FORMERLY COMPUTEMP)****CHARLOTTE, NC****Technical Recruiter****4/97 - 9/98**

- Recruited, screened and maintained relationships nationwide with information technology professionals seeking employment and coordinated their subsequent hire for contract, contract to full-time, or full-time positions
- Assisted Account Managers in site visits and maintenance of relationships with key industry hiring authorities

**JAMES MADISON UNIVERSITY, OFFICE OF CAREER SERVICES****HARRISONBURG, VA****Graduate Assistant****8/94 - 5/95**

- Co-instructed a five session "Career and Life Planning" course for first- and second-year students
- Counseled students directly through small group workshops in the "Career Decisions Program"
- Critiqued resumes and conducted and critiqued mock interviews
- Presented workshops on resume writing, internships, graduate school, credential files and career library usage
- Organized phone-a-thon and supervised student callers to compile data for JMU's Annual Employment Survey
- Designed a promotional poster and departmental brochure to market available services

**WINTHROP UNIVERSITY, OFFICE OF CAREER SERVICES****ROCK HILL, SC****Promotions Coordinator (Co-op Position)****8/92 - 5/93**

- Conducted a literature review documenting the value of Career Services to the University
- Publicized departmental events and services through weekly flyers, monthly bulletin boards, and weekly press releases to the campus newspaper and faculty/alumni newsletter, increasing client usage by 30%
- Redesigned and maintained resource library into a user-friendly format
- Counseled 200+ students on how to take advantage of departmental programs and resources
- Supervised and motivated two student employees in implementing various promotional projects
- Served as student member of the Career Services Advisory Board

## **ADDITIONAL EXPERIENCE**

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### **NATIONAL RESOURCE CENTER FOR THE FIRST YEAR EXPERIENCE @ UofSC**

#### **University 101 Instructor**

**COLUMBIA, SC**

**Fall 99, 03, 04, 06, 07, 08**

- Designed curriculum for first-year transition to college course; mentored peer leaders and graduate co-instructors

### **DAVIDSON COLLEGE, RESIDENCE LIFE OFFICE**

#### **Residence Life Coordinator**

**DAVIDSON, NC**

**6/96 - 4/97**

- Assist with a very intentional roommate matching process for 400+ first year students using the MBTI
- Monitor the following year's room assignments for 1600 students through a detailed "Lottery Process"
- Compile a 60-page manual and co-coordinate and deliver training for 72 Resident Advisors/Hall Counselors
- Co-advise the governing body of the Greek system, manage Greek event registration and risk management

### **JAMES MADISON UNIVERSITY, OFFICE OF ADMISSIONS**

#### **Graduate Assistant**

**HARRISONBURG, VA**

**8/95 - 5/96**

- Assisted the Campus Visitation Manager in redesigning all aspects of campus visitation in relation to the relocation of the office and establishment of a new Campus Visitation Center (30,000 visitors/yr.)
- Co-coordinated "JMU Preview Days" which hosted 800 visitors (4 sessions) a day for two weeks
- Coordinated and implemented a Local Counselor Luncheon for area guidance counselors
- Co-authored articles for both a Campus Visitor's Guide and a Guidance Counselor Newsletter
- Presented large group information sessions to prospective students and their families weekly
- Read applications, made preliminary decisions and served on the admissions committee

### **JAMES MADISON UNIVERSITY, OFFICE OF ADMISSIONS**

#### **Practicum Assistant**

**HARRISONBURG, VA**

**1/95 - 5/95**

- Organized a Student Services Fair and residence hall tours for over 900 parents and prospective students for "Special Visitation Day" (held for early admission acceptees) and compiled evaluation data

### **JAMES MADISON UNIVERSITY, OFFICE OF DISABILITY SERVICES**

#### **Practicum Assistant**

**HARRISONBURG, VA**

**8/95 - 12/95**

- Designed, implemented and marketed JMU's first "disABILITY Awareness Week" including "Simulation Experience"

### **JAMES MADISON UNIVERSITY, OFFICE OF STUDENT AFFAIRS**

#### **Orientation Office Assistant**

**HARRISONBURG, VA**

**5/95 - 8/95**

- Assigned students to appropriate summer orientation sessions and academic advisors, tracked via data entry
- Expedited check-in and check-out for 13 sessions, responding to parent and student inquiries and complaints

### **WINGATE UNIVERSITY, OFFICE OF ADMISSIONS**

#### **Admissions Counselor**

**WINGATE, NC**

**6/93 - 6/94**

- Co-designed and coordinated "Wingate Scholars' Day" for prospective honors students
- Designed a Guidance Counselor Newsletter and updated admissions brochures
- Conducted classroom presentations and represented Wingate at state college fairs in Florida & Georgia
- Interviewed students and evaluated applications to determine admissibility for the entire west US region

### **WINTHROP UNIVERSITY, OFFICE OF ADMISSIONS**

#### **Presidential Ambassador**

**ROCK HILL, SC**

**8/90 - 5/93**

- Selected as the sole student keynote and motivational speaker for 5000+ attendees at open houses for 3 years
- Served as a tour guide and public relations representative at formal University & Presidential functions

### **WINTHROP UNIVERSITY, OFFICE OF RESIDENCE LIFE**

#### **Resident Advisor**

**ROCK HILL, SC**

**8/91 - 5/93**

- Explained and enforced policies, and served as a counselor and conflict mediator for a hall of 42 students

## CAMPUS LEADERSHIP & COMMITTEE SERVICE

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- **USC Corporate Relations Committee, Member, 2018-present**
- **Department of Commerce, Coordinating Council for Workforce Development Data Sharing Committee, USC Member, 2018-present**
- **Graduate Assistant Recruiting Program (GARP) Steering Committee, GA Chair Advisor/Member, 2017-present**
- **Transitions (USC's University 101 Textbook) Chapter 7: Career Planning; Chapter 10: Employability; Chapter 17: Internships & Co-ops, Author, 2016-present**
- **USC First Year Study Group Employability Subcommittee, Member, 2014-2015**
  - Spearheaded ad-hoc committee comprised of faculty, staff and employers which conducted a literature review resulting in the development of a comprehensive Employability Model for the University of South Carolina
- **USC PhotoVoice Advisory Committee (Topic: Disabilities), Member, 2008-2009**
- **Columbia College Division of Student Affairs Staff Retreat, Facilitator: Team Building, August 2008**
- **USC Division of Student Affairs & Department of Academic Support Professional Development Team, Co-Chair (2006-2008), Conference Co-Chair (2006), Conference Asst. Chair (2004), Member (2002-2008)**
  - Oversaw the work of a committee of 16 professionals, monitoring their progress toward team goals
  - Assisted with the initial design and coordination of a comprehensive professional development program to include division meetings, a lunch-n-learn series, job shadowing, a reading program, GA orientation, new staff outreach, an annual recognition program and an annual in-house conference (IdeaPop!)
  - Co-wrote award proposal for NASPA resulting in recognition of program as a 2004 "Exemplary Program" and then in 2005 being awarded the NASPA Excellence Bronze Award which recognized the program as the top student affairs professional development program in the country
  - Co-developed the Division's Core Competencies, Professional Development Plan & Annual Progress Report
- **USC Fellowships and Scholar Programs Advisory Committee, Member, 2000-2007**
- **USC Preston Residential College Strategic Planning Committee, Member, Fall 2003**
- **USC Homecoming Court Interview Committee, Member, Fall 2002**

## PROFESSIONAL AFFILIATIONS & INVOLVEMENT

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- **NACE - National Association of Colleges & Employers, 2011-present**
  - **Member, Principles for Professional Practice Committee, 2016-2018**
    - Develop/edit NACE guidelines, case studies/advisory opinions around ethical issues in career services
    - Co-developed presentation for NACE 2018 conference
  - **Member, 21st Century Career Services Model Committee, 2014-2015**
    - Assisted with the development of a 20-page brief recommending the characteristics of a successful 21<sup>st</sup> Century Career Services Model, later published in segments over three issues of the NACE Journal
  - **Attendee, Public Policy Summit, 2015-2017**
- **SOACE - Southern Association of Colleges & Employers, 2010-present**
  - **Member, Administrative Knowledge Group, 2016-present**
  - **Co-Chair, Pre-Conference Session: Emerging Leaders Preparing for the Road Ahead, 2016 & 2018**
    - Co-led a committee of volunteers in planning and implementing 1/2 day session for new and aspiring directors on the competencies, strategies and networks needed to be a leader in career services
- **SCACE - South Carolina Association of Colleges & Employers, 2004-2005**
- **ACPA - American College Personnel Administrators, 1994-1996, 1998-2004**
  - **Member-3 year term, Directorate of Commission VI (Career Development), 2000-2003**
  - **Co-Chair, Program Selection Committee for Commission VI (Career Development), 2001-2002**
- **NASPA - National Association of Student Personnel Administrators, 1994-1996, 2003-2004**
- **CACRAO - Carolina's Association of Collegiate Registrars and Admissions Officers, 1993-1994**

## AWARDS

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Southern Association of Colleges & Employers (SOACE), **Imaginative Spirit Award**, December 2015

- Received for work in adapting the CareerEDGE Model of Graduate Employability (Dacre-Pool & Sewell, 2007) for implementation as an Employability Model at the University of South Carolina

## CONFERENCE PRESENTATIONS

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- **Creating a Culture of Career Collaboration: A Faculty/Staff Training Program**; NACE Conference, June 2018
- **Help! I'm Having an Ethical Dilemma: Principles of Ethical Professional Practice**; NACE Conference, June 2018
- **Evaluating, Implementing & Launching New Career Services Software**; SOACE Conference, December 2017
- **Finding, Building & Managing Relationships of Strategic Value**; Intern Bridge Online Conference, October 2016
- **CREATE-ing Employability: It Takes a Village**; South Carolina Education and Business Summit, June 2016
- **CREATE-ing Employability Takes a Village: An Exploration of Models**; SOACE Conference, December 2015
- **Developing a Strategic Employer Relations Plan**; NACE Conference, June 2014
- **Capitalize on Your Employer Relations**; SOACE Conference, December 2013
- **Placing Your Bet on Internships**; SOACE Conference, December 2010
- **The New Entry-Level Professional: The Intern**; South Carolina Education and Business Summit, June 2010
- **Walk Away from the Water Cooler: Tips for Professional Development**; SC College Placement Association Administrative Professionals Conference, February 2008
- **Building a Fiscally Responsible Professional Development Program**; ACPA Convention, April 2004

## COMMUNITY INVOLVEMENT

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- **South Carolina Developmental Disabilities Council, Exec. Committee (Secretary) & Board Member**, 2008-2011
- **Partners in Policy Making (training in advocacy and lobbying on behalf of the disabled), Graduate**, 2008-2009
- **Leadership South Carolina, Graduate**, 2006-2007 - Voted by peers as "Most Likely to Make a Difference"
- **Mt. Horeb United Methodist Church, Concert Committee/Ticket Sales Chair**, 2006-2008
- **Town of Lexington, Lexington Arts Center Strategic Planning Committee, Secretary**, 2004-2010
- **6-year old autistic child, Tutor/Play Therapist**, 2000-2001

## RELEVANT TRAINING

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- **Emerging Leaders Program**, USC Office of Professional Development, 2018-2019 (Selected to participate)
- **LEAD I & II Courses**, USC Office of Professional Development, ongoing
- **Employment Law Series**, Ogletree, Deakins, Nash, Smoak & Stewart, P.C./Midland's Technical College, 2015
- **NACE Leadership Advancement Program**, NACE; Virtual, 2014-2015 (Selected to participate)
- **Career Coaching**, NACE; Columbia, SC, June 2011
- **Certified Grant Specialist**, Research Associates; Columbia, SC, December 2008
- **Career Development Combining the MBTI and Strong Assessments**, CPP; Chapel Hill, NC, August 2008
- **Certified Federal Career Counselor**, Resume Place; Columbia, MD, July 2008
- **NACE Management Leadership Institute**, NACE; Chattanooga, TN, June 2008 (Intensive week-long training on marketing, budgets, leadership, strategic planning, HR management and emerging issues in career services)
- **Work It Out (Application of MBTI in solving staff problems at work)**, CAPT; Home study /Exam, Spring 2004
- **Using Type (MBTI) in Career Counseling**, CAPT; Atlanta, GA, October 2002

## EDUCATION

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**Master of Education in Counseling Psychology**, May 1996

Track: College Student Personnel Administration

James Madison University; Harrisonburg, VA; GPA 4.0

**Bachelor of Arts in Psychology**, May 1993

Minor: Speech (Interpersonal Communication)

Winthrop University; Rock Hill, SC; GPA 3.65