**GAËLLE IVORY**

6805 Hawthorne ST

Hyattsville, MD 20785

gaelle.ivory@gmail.com

(908) 397-4935

**PROFESSIONAL EXPERIENCE**

**Assistant Director, Intercultural Affairs** Howard University, Washington, D.C.

August 2018- Present

* Supervision of full-time Program Assistant and part time student worker

Diversity and Inclusion

* Collaborate with Senior Leadership, Vice Presidents, to advance diversity and intercultural goals to impact organizational culture
* Expert knowledge on LGBTQ+ inclusion and analyzing the composition of the organization to develop programs
* Develop and disseminate pre and post diversity and inclusion training assessments
* Coordinate university-wide diversity and inclusion committee with senior leadership, students, faculty, administration
* Advised International student resource groups
* Advised LGBTQ+ resource groups
* Cooperated with Title IX to report gender and sexuality discrimination complaints
* Created content on Gender Inclusive Language for websites and social media

Administration of Programs

* Develop and co-facilitate gender and sexuality diversity and inclusion training for senior leadership, students, faculty, and staff
* Managed 150+ active student organizations and their 2000+ members
* Develop recognized organization leadership programming for student leaders, faculty, and staff
* Lead the administration of the CampusLabs ENGAGE platform
* Oversees new student organization recognition and annual reactivation
* Recruit, hire, train graduate assistants and student interns to work in the office of student life and activities
* Maintain a database of all active and inactive student organizations
* Review and approve student organization event requests
* Submits requisitions via Peoplesoft
* Conducted student leader academic, judicial, and financial clearance via Banner
* Coordinates the Lavender Fund Scholarship Application Process with senior leadership, students, and staff

Organization Advisement

* Directly advises elections commission, graduate student government organizations, international organizations, LGBTQ+ organizations, and the Yearbook
* Advises program development, budget management, constitution adherence, university policy, elections, and funding requests
* Responsible for budget management and purchasing via student organization accounts

Assessment

* Responsible for developing student learning goals and outcomes
* Responsible for developing post program surveys
* Research, collect, and analyze data used for university –wide reporting and department requirements
* Organize assessment related to student organization programming

**Coordinator, Intercultural Affairs**  Howard University, Washington, D.C.

March 2016 – August 2018

* Coordinated university wide cultural competency training for Howard University functional areas
* Advises the international student organizations, assists with program planning and execution (Caribbean students association, African students association, International Pals, and Saudi Arabian Student Organization)
* Advises the LGBTQ+ student organizations, assists with program planning and execution (CASCADE, Gay/Straight Alliance)
* Coordinated and implement “Safe Space: Intergroup Dialogue Series” for LGBTQ students
* Developed an Inclusive language pamphlet
* Established an Intercultural Affairs Council, including administrators and students
* Coordinated the university-wide LGBTQ+ advisory committee
* Coordinates the Annual Renaissance Reception – an HBCU LGBTQ+ fundraising event for the Lavender Fund

**Program Manager, Office of Student Life and Activities** Howard University, Washington, D.C.

March 2016 – August 2018

* Coordinates policy board, with senior leadership, staff and students – yearbook and diversity boards
* Co-Advises graduate student councils
* Advises the Bison Yearbook and Elections Commission
* Approves all student organization events through ENGAGE and the event approval process
* Coordinates new student organization recognition
* Conducts academic, judicial, and financial clearance for student leaders
* Coordinates student leader training
* Conducts current student organization reactivation
* Develops and manages budgets for organizations, over $150,000
* Reviews and submits all requests for purchases, payment requests, and stipend requests
* Submits requisitions via PeopleSoft
* Organized Annual Student Leadership Conference
* Coordinated “Elect her”
* Compile and Edit the Howard University Student Handbook
* Co-facilitates student organization advisor training
* Supervises graduate assistants and student workers

**Assistant Director of the Collegiate Science, Technology** Cazenovia College, Cazenovia, New York

**Entry Program (CSTEP)** October 2014-September 2015

* Compile, submit, and receive approval for the five-year CSTEP grant application in the amount of $70,000 to the NY State Department of Education, and utilize grant funds to implement CSTEP programming, coordinate internships and construct graduate school preparation programs, workshops, seminars and conferences for 35 underrepresented students as a foundation for professional licensure and future careers in math, science, technology and health-related fields
* Develop and implement the CSTEP Leadership Council as well as the CSTEP Mentorship Program in order to enhance the academic performance of students
* Collaborate with the Higher Education Opportunity Program and Student Support Services to enhance student programming, initiate reporting and all student communication, and conference with local and statewide practitioners to maintain best practices
* Conduct individual and group meetings with CSTEP students for tutoring, academic, financial and career counseling, goal setting, and other support to promote progress in their studies
* Monitor students’ academic progress through individual meetings and coordinating with faculty
* Co-Taught “Positive Psychology” with supervisor Jesse Lott. Facilitated lectures and discussions.

**Teaching Assistant** Syracuse University, Syracuse, New York

Higher Education Department August 2013-February 2015

* Coordinated events for the Master’s cohort including internship preparation meetings and mentor/mentee meetings
* Served as a teaching assistant to the department chair for the course “Laboratory and Learning Communities” for two semesters
* Advised Master’s students for course selection and degree requirements
* Met with students to discuss their general concerns and their classroom experience
* Served as a liaison between faculty and students in both the Master and Doctoral programs in Higher Education
* Collaborated with faculty to implement a “Brown Bag Lunch Series” – a series with various topics such as resume/cover letter development, Interview Skills, Study Abroad Opportunities, and Participation in Professional Associations
* Coordinated and implemented annual social justice retreats for the Higher Education Department in order to develop connections within the Higher Education Program, explore how social justice is connected to student affairs practices, engage in dialogue about how to intentionally develop social justice in the department’s practices and examine how awareness of multiple social identities can enhance work​ as practitioners

**Conference Planner and Camp Facilitator** SUNY Syracuse Educational Opportunity Center January 2013-August 2013

* Assisted in planning, facilitating and implementing “A Vision Without Boundaries: A Multicultural Women’s Conference”
* Assisted in planning, facilitating and implementing “Camp Branch Out” by serving as Lead Camp Counselor
* Coordinated workshops for team building, career planning and self-esteem development for girls, ages 11-16
* Developed sponsorship letters and secured sponsorships for conference funding

**Executive Assistant** Cooperative Counseling Services, LLC, Mountainside, New Jersey

February 2011-June 2012

* Assisted in managing 20 behavioral assistants and 50 licensed and Master’s level clinicians
* Managed consent, authorization and service paperwork for 180 youth receiving intensive in-community services
* Assisted in completing the licensing application for the outpatient unit
* Responsible for tracking and organizing paperwork, recovering missing documents and sending notifications to employees

**Behavioral Assistant** Cooperative Counseling Services, LLC, Mountainside, New Jersey

* Provided intensive in-community services to youth ages 4-18
* Developed a behavioral assistant individual service plan to improve youth behaviors resulting from ADD, ADHD, attachment or any abusive treatment
* Collaborated with licensed or Master’s level clinicians to decrease the frequency of adverse youth behaviors

**Orientation Leader/Peer Coordinator** Temple University, Philadelphia, Pennsylvania

Office of New Student Orientation May 2007- July 2010

* Assisted in the transition of 8,000 incoming freshmen, international and transfer students to university life by utilizing knowledge, training competency and experience to answer questions
* Aided the Dean of Students and Director of Orientation with planning and implementation of Orientation sessions
* Represented the Dean of Students office in programming, focus groups, LEADERSHAPE and other student leadership activities
* Served on the judicial hearing committee for violations of the Student Code of Conduct for the Office of Student Conduct and Community Standards
* Initiated pre-advising sessions regarding course scheduling and individual major requirements for incoming freshmen in the College of Liberal Arts and assisted the College of Liberal Arts academic advisors in registration of classes for incoming freshmen

**RESEARCH EXPERIENCE**

Imagining America: Artists and Scholars in Public Life Syracuse University, Syracuse, New York

Research Assistant for Timothy K. Eatman, Ph.D. September 2013-January 2017

Academic Achievement Lab New York University, New York, New York

Research Assistant for Joshua Aronson, Ph.D. July 2011-July 2012

Social Justice Lab New York University, New York, New York

Research Assistant for John T. Jost, Ph.D. October 2010- May 2011

Psychophysiology Lab Temple University, Philadelphia, Pennsylvania

Research Assistant for Kareem Johnson, Ph.D. September 2009- May 2010

Worked with Primary Lab Professors and Ph.D. students in the following capacities:

* Managed a team of research assistants
* Coding and data collection and analysis
* Completed IRB Applications and recruited, scheduled and prepared participants for studies
* Conducted Literature reviews on critical periods of learning
* Presented Laboratory Research at the Temple University Research Conference (TURF)

**AWARDS, ACTIVITIES AND INVOLVEMENT**

* AERA Conference Presenter, “**Don’t Wanna be just the Black face from the City”:**   
  **Narratives of Black Immigrant Students at a Historically White College**,” April 2016
* AERA Conference Presenter, “**Supporting Community Engaged Scholarship at Institutions of Higher Education: Cultural Shifts, Structural Aspirations, and Clarifying Processes,”** April 2016
* URBAN Conference Presenter, March 2015
* URBAN Education Research Fellow, 2014-2015
* IARSLCE Conference Presenter, October 2014
* Worked with the Director of Multicultural Affairs at SUNY Upstate Medical School in a volunteer capacity, September 2012-present
* Ronald McNair Fellowship Recipient, 2012
* PSI CHI: Psychology Honors Association, 2010, Vice President of the Delta Mu Chapter of Alpha Kappa Alpha Sorority, Inc. 2008-2010, Allocations Chair, Temple Student Government, 2009-2010 , College of Liberal Arts Senator, Temple Student Government, 2009-2010
* Alpha Kappa Alpha Sorority Inc. Iota Nu Omega Chapter – 2015 EAF Chairman

**CERTIFICATIONS AND SKILLS**

* PeopleSoft
* Banner

**PUBLICATIONS**

Eatman, T.K., Ivory, G., Saltmarsh, J., Middleton, M., Wittman, A., & Dolgon, C.(2018). Co-Constructing knowledge spheres in the academy: Developing frameworks and tools for advancing publicly engaged scholarship. *Urban Education, 53(4),* 532-561.

**EDUCATION**

Doctor of Philosophy Syracuse University, Syracuse, New York

Higher Education Administration Anticipated Graduation: May 2021

Master of Arts New York University, New York, New York

General Psychology Graduation: May 2012

Bachelor of Arts Temple University, Philadelphia, Pennsylvania

Psychology Graduation: May 2010