

Ronda M. Bond, Ed.D.

Strategic, results-focused higher education professional with 22 years of demonstrated administrative leadership experience. Innovative and dedicated leader who brings transformative change and establishes organizational vision to ensure effectiveness and efficiency of operations. Strong operational background and dedication to providing students with the abilities and potential to master the necessary skills to become responsible, well-educated community members. Consistent focus on enhancing the knowledge and competencies of students. Possess well-developed interpersonal skills and the ability to motivate and direct others in a supportive, cooperative team environment. Proven ability to build trust and communicate effectively with diverse audiences.

AREAS OF EXPERTISE

Resource Management ▪ Program Administration ▪ Exceptional Verbal and Written Communication Skills ▪ Highly Analytical ▪ Organizational Skills ▪ Detail Oriented ▪ Ethical leadership ▪ Relationship Management ▪ Good Business Acumen ▪ Student Development Planning Assessment and Analysis ▪ Academic and Career Advisement ▪ Student Recruitment and Engagement ▪ Program Evaluation ▪ Strategic Planning

EDUCATION

Ed.D. Leadership Virginia Commonwealth University, Richmond, VA Dissertation: Developing a Sustainable Model for Impactful Advising	May 2020
M.Ed. Enrollment Management Capella University, Minneapolis, MN	September 2011
B.L.S. Interdisciplinary Studies University of Memphis, Memphis, TN	May 2008
A.A.S. Computer Operations State Technical Community College, Memphis TN	December 1995

CERTIFICATIONS

Virginia Career Coach Certification Program	10/27/2020
Virginia Community College System (VCCS) Trauma Informed Campus Course	4/16/2021
South Florida Muma College of Business – Diversity, Equity, and Inclusion in the Workplace Certificate	4/24/2021
Innovative Educators	
● First-Year Student Success: The Academic Social, and Personal Habits and Skills Needed	8/31/2021
● Advising First-Generation Students & Their Sub-Populations How To Personalize Your Services	9/1/2021
● Academic Advising For At-Risk Students: Applying Bowen Theory To Minimize Distance Behavior & Promote Persistence	9/2/2021

<ul style="list-style-type: none"> ● Creating A Compassionate Classroom: How To Address Anxiety, Stress, Failure & Grief 	9/15/2021
<ul style="list-style-type: none"> ● Building A Better Student Ambassador Program: Lessons Learned From COVID 	9/30/2021
Coaching Model Training Sessions	4/29/2022
Community College Research Center (CCRC) Guided Pathways Summer Institute	7/21/2022
Innovator Educators	
<ul style="list-style-type: none"> ● Doing More With Less: Using Online Resources To Address Staffing Challenges 	9/29/2022
<ul style="list-style-type: none"> ● Onboarding Academic Advisors: Strategies for Success In Changing Times 	10/13/2022

CAREER HISTORY

07/2023 – Present Baylor University – Waco, TX

07/2023 – Present *Assistant Director of BIC Programs & Admissions*

Work closely with the Director of the Baylor Interdisciplinary Core to provide administrative leadership, contribute to the strategic vision, execute annual plans, and represent the program articulately, collaboratively, and gracefully.

- Manage admissions and recruitment strategy for BIC. Review applications and make admissions recommendations. Direct targeted email communication in the spring and manage lists of incoming students.
- Participate and present at recruiting events; manage Admission Analyst's coordination of visits with prospects and enlistment of participants at recruiting events.
- Manage and implement BIC portion of Summer Orientation, including assignment of students to advisors for registration, schedule of workers for Orientation events, maintenance of report and data for BIC Orientation activity.
- Counsel prospective students on BIC curriculum and understanding of all Honors College opportunities.
- Ensure completion of statistics gathering each term, maintenance of records, updating of academic catalog entries, and submission of degree audits through the Registrar's Office.
- Manage academic advising for BIC.
- Manage BIC staff, which includes office staff and BIC advising team.
- Serve as a liaison between BIC faculty and staff.
- Assist BIC faculty leadership on course scheduling planning (section count, class times). Prepare registration announcements and promotional course material for students.
- Maintain accurate data by updating graduate records in the alumni database.
- Maintain records of withdrawn students.
- Maintain contacts with other professional advising units on campus.
- Register incoming BIC students; track academic progress; complete course petitions.
- Serve on the University Advisory Leadership Council.
- Work with various technologies to help with admissions and retention.
- Perform all other duties as assigned to support Baylor's mission.

09/2019 – 06/2023 **J. Sargeant Reynolds Community College – Richmond, VA**

08/2022 – 01/09/2023 ***Interim Co-Associate Dean of Advising***

Provide strategic leadership in the areas of Academic Advisement, Counseling, Student Accommodations, and Transfer and Career Services.

- Integrate diverse resources and technologies, collaborate with college affiliates, and foster an organizational climate that promotes diversity, encourages innovation, and provides effective leadership to staff and students.
- Supervise advising staff and schedules for the Downtown and Parham Road Campuses.
- Coordinate student day-to-day operations of the Downtown and Parham Road Advising Centers in cooperation with the Dean of Students.
- Coordinate committee responsibilities that impact the standard operating procedures of Advising Services.

09/2021 – 06/2023 ***Advising Coordinator for First-year Success and G3 Programs (Get Skilled, Get a Job, Give Back)***

Provide holistic advising to first-year students following a caseload approach and deliver proactive communication to help eliminate barriers to student learning.

- Support students in G3 credit and noncredit programs and provide assistance in identifying career pathways in academic and workforce programs.
- Make appropriate student connections to available college and community support services and assist with academic interventions.
- Coordinate the year-round new student orientation programs.
- Utilize a variety of technology solutions in addition to in-person interactions to connect with students.
- Co-supervise and support the Student Ambassador program.

09/2020 – 09/2021 ***Career Services Advisor***

Provided comprehensive career advice and educational resources to students with respect to individual job search skills, personal marketing, and self-promotion methods.

- Planned and executed college transfer days, job fairs, and co-curricular information sessions and facilitated the college transfer process.
- Developed, tracked, and maintained detailed employment information and files on students.
- Coached and educated students using a variety of mediums, including one-on-one appointments and employment-related workshops.
- Assisted students with using software to research career information.
- Assisted with new student orientation.

09/2019 – 06/2020 ***Early Alert Coach***

Supported low-income and first-generation students with structured academic support such as coaching, advisement, and instruction to improve successful course completion, retention, and graduation.

- Developed and disseminated reports of early alert process and student progress.
- Collaborated with academic leaders to create and implement successful programming initiatives.
- Analyzed, interpreted, and maintained data to identify opportunities and develop strategies to advance academic achievement, student success, and persistence, and tracked the progress of the early alert program.
- Developed and delivered correspondence of early alert process to students and essential campus staff.

2010 – 11/2018 Virginia Union University

07/2018 – 11/2018 Coordinator of Community Life

Developed, organized, and implemented high-level programming that addressed the Samuel DeWitt Proctor School of Theology community's academic, social, recreational, and spiritual needs.

- Created a learning community that enhanced student development and engagement through events and programming which developed and sustained collegial relations with faculty and staff.
- Developed and implemented educational outreach programs focused on responsible citizenship, ethical development, and making healthy choices.
- Planned, organized, and executed onboarding and orientation for new graduate students and ongoing opportunities for professional and career development.
- Established and maintained effective communication with graduate student groups to ensure accurate information about events is shared.
- Created and facilitated faculty and staff team-building activities.

07/2015 – 11/2018 Doctor of Ministry Program Associate Director

Strategically led the management and administration of department-wide programs and initiatives that aligned with the mission of Virginia Union University to advance student success.

- Partnered with Program Director to update, revise, and implement the Doctor of Ministry curriculum, policies, handbook, and publications.
- Coordinated and led annual training workshops for the advising team and doctoral faculty.
- Managed recruiting efforts for on and off-campus events.
- Identified at-risk student situations and highlighted opportunities for academic success and improvement.
- Timely addressed students' questions and issues regarding online courses and responded to student inquiries regarding academic appeals, student orientations, probation and various curriculum issues and concerns.
- Advised students on university policies and program requirements.
- Managed matriculation process of prospective and current students (e.g., admission, registration, advising, early alerts, and graduation audits).
- Managed regular file audits of current doctoral students.
- Coordinated and planned doctoral colloquia session schedules and all communications for students, faculty, and campus partners.
- Coordinated and managed the doctoral candidacy and defense calendar and processes.
- Designed and analyzed program evaluation forms.
- Facilitated new student orientation and program informational sessions.
- Supervised work-study students.
- Processed and submitted Clearinghouse Report.

2012 – 2015 Graduate Enrollment Assistant

Provided administrative support for the Enrollment Department assisting in communication with prospective students and maintaining various databases and administrative files.

- Partnered with the admissions and financial aid staff to advise new students (e.g., evaluate transfer student transcripts; develop plans of study, etc.) Furnished course registration assistance to students.
- Advised current students on degree-specific programs and procedures.
- Identified at-risk student situations and highlighted opportunities for academic success and improvement.
- Served as a support person for the Director of Graduate Enrollment by monitoring the registration process, processing the Clearinghouse report, and maintaining accurate records for current student files.

- Provided academic advising to returning students, individually and in groups, about university policies, programs of study and degree options.
- Maintained current knowledge of all the degree programs by establishing and maintaining relationships with the faculty and dean of the seminary.
- Coordinated and led annual registration and policy refresher training sessions with faculty and staff.
- Worked closely with the Director of Graduate Student Services to connect students to academic support (e.g., early alerts, withdrawals, etc.).
- Routinely updated academic catalog and policies.
- Supervised work-study students.

2010 – 2012 *Graduate Admissions Counselor*

Responsible for overall development and management of recruitment and enrollment strategy, including, but not limited to creating relationships with students and other stakeholders.

- Liaison between universities and prospective students and provided information including updating all website information related to the graduate programs.
- Implemented the admissions requirements and standards as written policy of Virginia Union University and the School of Theology.
- Served on the Admissions Review Committee and made admission recommendations.
- Communicated information concerning new student orientation dates.

2001 – 2008 *Mount Mary College - Milwaukee, WI*

2005 – 2008 *Assistant Director of Admissions*

Provided support to the Office of Admissions in the overall execution of strategic departmental and institutional enrollment.

- Developed an action plan to achieve territory goals for target populations of students; assumed primary responsibility for meeting or exceeding those goals; assessed results and made recommendations.
- Recruited and enrolled students from the inquiry stage through matriculation.
- Educated inquiring students on admissions processes and policies.
- Worked closely with grant-funded programs geared toward recruiting first-generation and/or low-income college students.
- Aided in the development of all plans and materials related to the student ambassador programs and phone calling campaigns.
- Coordinated tour routes, calling schedules, and other student duties with Student Ambassador Supervisor.
- Fostered partnerships with high school guidance counselors and pre-college program leaders that aided in producing college readiness strategies for prospective college students.
- Created publications and multimedia materials to encourage and educate first-time college students about student life in college settings.

2002 – 2005 *Admissions Counselor*

Planned and participated in the implementation and recruitment of prospective students using marketing strategies and public relations skills, and counsel prospective students and parents regarding the admission process.

- Reviewed application credentials for prospective students from my territory and made admissions decisions.
- Recommended at-risk files to the admissions committee.
- Maintained applicant files as part of the admissions review process.
- Represented the college at high school and college fairs (national and regional).

- Coordinated and planned on-campus functions, such as New Student Registrations and Campus Preview Days.
- Educated accepted students on the financial aid process (i.e., the college's financial aid philosophy and offerings, and the specifics of their individual financial aid packages).
- Conducted on-campus interviews with prospective students and their families.
- Maintained comprehensive records (inquiry cards, in-college database, and Excel) tracking my interactions with prospective students as well as actions taken on a prospective student's application.

2001 – 2002 Admissions Assistant

Supported the admission functions by following working practices and procedures to ensure that the college complied with its responsibilities in legal compliance with excellent customer service.

- Concisely communicated information about the college and its admission process to prospective students and their parents, through email, phone, and in-person conversations.
- Processed applications and admission materials for prospective student files, and maintained correspondence with applicants with up-to-date information on status, missing items, etc.
- Supervised work-study students.
- Provided a high level of customer service to office guests.

CIVIC ENGAGEMENT

Mentor, Women in Search of Excellence (WISE) Mentoring Program, Reynolds Community College	01/2021 – 6/2023
Ebenezer Baptist Church, Richmond, Scholarship Committee	02/2021 – 6/2023
Ebenezer Baptist Church, Richmond, College Student Ministry	10/2020 – 6/2023
Project Director, Henry Luce Grant Project for Religious Freedom Education Initiative	09/2018 – 11/2018
Design Team Member for Center for Womanist Leadership, Union Presbyterian Seminary, Richmond, VA	2016 – 2018
Co-Chair, Ministry Intern Mentoring Program, Providence Baptist Church, Ashland, VA	2016 – 2018
Doctoral and Admission Self-Study Committees, Samuel DeWitt Proctor School of Theology	2016 – 2018
Doctor of Ministry Program Design Team Member, Samuel DeWitt Proctor School of Theology	2015 – 2018
Jenzabar Data Committee Member, Virginia Union University, Richmond, VA	2011 – 2013
Co-Chair, Academic Achievement Ministry, St. Peter Baptist Church, Glenn Allen, VA	2008 – 2014
Presidential Search Committee, Mount Mary College, Milwaukee, WI	2007
Chair, Pre-College Ministry, Progressive Baptist Church, Milwaukee, WI	2004 – 2007

MEMBERSHIPS

VCCA, Virginia Community Colleges Association	2022 – 2023
AACRAO, American Association of Collegiate Registrars	2012 – 2015
NACAC, National Association of College Admissions Counselors	2002 – 2008
WACAC, Wisconsin Association of College Admissions Counselors	2002 – 2008

PRESENTATIONS

Virginia Community College System, New Horizons Conference, Co-presenter, SOAR on the Road: When Orientation Comes to You, March 2023

Virginia Community College System, co-presenter, Joint Faculty & Student Services Roundtable: Strengthening Diversity on Our Campuses, September 2021

Panelist, *Black Girl Boss: Professionalism According to Black Women*, Virginia Commonwealth University, February 2021

Panelist, *First Generation Stories*, Reynolds Community College, November 2020

Samuel DeWitt Proctor School of Theology Doctoral Open House, *Doctoral Admission Process*, October 2016

St. Peter Baptist Church College and Career Fair presentation, *College Admission Process*, February 2010

Co-presenter, *Understanding the Barriers Affecting Multicultural Students*, Wisconsin Association of College Admission Counselors (WACAC) Tri-State Conference, May 2008

College Readiness 21 (Milwaukee Branch), *Navigating the first year of college* presentation, July 2006