

## RESUME

*Sandra B. Robinson*

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Education: M.Ed. Kent State University - Kent, Ohio  
Major: College Student Personnel

B.S. Kent State University - Kent, Ohio  
Major: Early Childhood Education

### ***Professional Experience***

1986 – 2010

*Marquette University, Milwaukee, WI  
Educational Opportunity Program  
Director*

*Responsibilities:* Coordinate the development and implementation of a comprehensive program of support services for 300 first-generation, low-income students including overall management for the various operational and service components of EOP; ongoing development and assessment of supplemental program activities that include preparing appropriate funding proposals and reports; implementation of extramural grants; facilitation of involvement of program alumni to improve program services; serve as liaison to other University departments; work closely with community and higher education agencies and organizations, and oversee all budget program expenditures for four TRIO programs. In addition, serve as personal/academic counsel approximately 55 college students.

1974-1986

*Educational Opportunity Program, Marquette University  
Associate Director*

*Responsibilities:* Administered the delivery of program services to at-risk college students; supervised four professional and ten para-professional staff; supervised the admission of new students and monitored the counseling and tutorial activities for all students; responsible for over one-half million dollars of financial aid funds for program participants.

1971-1974

*Bowling Green State University  
Bowling Green, Ohio  
Assistant Director of Counseling Services*

*Responsibilities:* Administered the counseling services of the Student Development Program. Supervised 25 peer counselors; planned and organized quarterly counseling sessions; developed counseling forms and kept all program participant files current.

### ***Professional Memberships***

American Association of University Administrators  
Mid-America Association of Educational Opportunity Program Personnel  
Mid-West Association of Student Financial Aid Administrators  
Wisconsin Association of Student Financial Aid Administrators