

# *ALICIA R. SAUNDERS*

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## **Education**

Northwest Missouri State University Graduate School, 1991  
Missouri Western State University, Bachelor of Science in Marketing/Management, 1988  
South Harrison High School, High School Diploma, 1983

## **Professional Experience**

### **College and Career Advisor**

Central High School, St. Joseph School District, 2005-Present

- Teach College 101 class for college-bound seniors which provides the following: career exploration and research, post-secondary research and selection, applying for and obtaining scholarships, financial aid information, self reflection, assisting with volunteer information, essay writing, ACT/SAT information, interview assistance, college course selection and creating a portfolio.
- Regularly attend financial aid meetings and stay current on FAFSA regulations
- Attend and assist with the St. Joseph College Fair
- Disseminate and educate student on ACT/SAT testing information
- Work with and educate student and parents about post-secondary options
- Coordinate Scholarship information/applications for students
- Contact person for Scholarship information
- Assist students with the Common Application
- Plan and facilitate Senior Night and Junior Night for students and parents
- Coordinate all college representatives and their visits to Central High School
- Serve as main contact with all college representatives and college information
- Work with athletes on NCAA eligibility and clearinghouse
- Assist with the A+ Program, disseminate information and advise students
- Serve on the Steering Committee for the My Success Event and Chair program
- Coordinate bus trip to local universities
- Assist counselors with advisement of students on post secondary plans
- Assist counselors with classroom visits, career assessments, registration information

### **Admissions Counselor/Assistant Director of Admissions**

Missouri Western State University, St. Joseph, MO, 1988-2005

- Supervised recruiting territories and enrollment numbers for admissions
- Supervised admissions counselors and their territories
- Responsible for admissions counselor's annual performance evaluations
- Served on various campus committees and was admissions contact
- Served as main contact and recruited local students in Buchanan/Andrew Counties
- Provided academic information to students and their families about MWSU
- Assisted with development of recruiting information and brochures
- Coordinated, trained and supervised the student ambassadors

## **Honors and Awards**

**Presidential Citation Award for Outstanding Service**, Missouri Western State University, 1994  
**Post-Secondary Ancillary Support Person**, Northwest Missouri State Counselors Assoc., 2000-2001  
**Counselor Advocate of the Year**, Northwest Missouri State Counselors Association, 2011-2012  
**Missouri State Counselor Advocate of the Year**, Missouri State Counselor's Association, 2012

## **Professional Organizations**

### **Memberships**

Northwest Missouri State Counselors Association, 1988-Present  
Missouri Association for College Admissions Counseling, 1988-Present  
National Association for College Admissions Counseling, 2010-2013  
Missouri State Teachers Association, 2005-Present

### **Leadership Positions Held**

Post Secondary Vice President, Northwest Missouri State Counselors Association, 1995-2005  
Promotions Co-Chair, Northwest Missouri State Counselors Association, 2006-2008  
Historian, Northwest Missouri State Counselors Association, 2008-2011  
Career Guidance, Northwest Missouri State Counselors Association, 2012-Present  
College Day/Night Committee, Missouri Association for College Admissions Counseling, 1993-1996  
College Day/Night Co-Chair, Missouri Association for College Admissions Counseling, 1996-1998  
Conference Planning Committee, Missouri Association for College Admissions Counseling, 2001  
High School Delegate, Missouri Association for College Admissions Counseling, 2010-Present  
Chair of Education for the My Success Event, 2007, 2010

## **Volunteer Positions**

My Success Event Steering Committee, 2007-Present  
My Success Event Chair of Education, 2007, 2010  
Royal Children's Kid Camp volunteer, 2010-2011  
Andrew County Food Pantry, monthly volunteer, 1995-Present  
Senior Service Day volunteer, 2007-Present  
FAFSA Frenzy yearly volunteer, 2006-Present

## **Publications/Presentations**

"Senior Night", for college bound students and their parents, Central High School, 2006-Present  
"Junior Night", for college bound students and their parents, Central High School, 2007-Present  
"College Counseling 101", Co-Presenter with Chad Sisk at the MSCA Fall 2011 Conference  
"Missouri Connections" Panel presenter at the MSCA Fall 2010 Conference  
"College Counseling", ACT Conference, Spring 2008  
"College Planning for All Ages", CHS Parent University, Spring 2012  
*Northwest Missouri School Counselors Association Newsletter*, "My Success Was a Success", Dec. 2011

## **References**

Kim Hill  
Coordinator of Counseling  
St. Joseph School District  
816-671-4451

Howard McCauley  
Director of Admissions  
Missouri Western State University  
(816) 271-4266

Dr. Deborah Stephens  
Principal  
Central High School  
(816) 671-4080