

Phebe A. Lassiter

Objective

To support the goals of the Athletics & Beyond Board of Directors by working together and implement A&B's mission and goals for the betterment of the organization, students and our community.

Education

December 2011 Colorado State University Global Campus Greenwood Village, CO

Masters of Science

- Organizational Leadership and Strategic Innovation and Change Management

May 2004 Metropolitan State University of Denver Denver, CO

Bachelors of Science

- Criminal Justice and Criminology

Experience

10/2012-Present Community College of Aurora Aurora, CO

Academic Advisor

- Foster relationships with students to create a safe and positive environment
- Empower students so that they know they can and will be successful
- Guide students through the transfer process
- Mentor students by showing compassion, being attentive to their needs and following up with student via email and/or telephone in a timely manner
- Provide information for school accreditation for transfer students
- Explain institutional procedures and policies to students
- Advise students regarding which degree would best suit students that align with education planning
- Provide students with course selection, degree and/or certificate options
- Provide students with academic plans and degree checks
- Provide students with Guaranteed Transfer course information
- Provide support for students by setting academic plans and additional institutional resources
- Explain additional academic programs, policies, procedures and state articulated agreements
- Work with faculty and staff to resolve student issues
- Process academic and COF appeals
- Review financial aid appeals

11/2007-10/2012 Community College of Aurora Aurora, CO

Financial Aid Counselor

- Monitored, budgeted and balanced institutional, state and federal scholarships, work-study and state and federal grants funds.
- Supervised work-studies and acting coordinator for processing team.
- Assist students with questions and concerns regarding their financial aid packages, loans, grants,

- scholarships, work-study, balances, disbursements and default prevention.
- Process Title IV funds according to federal regulations, budgeted and managed the federal and state work study program.
- Processed and awarded federal, state and instructional funds.
- Collaborated with the CCA Foundation and outside donors to award, monitor, and review scholarship recipient awards.
- Work closely with Recruiting and the CCA Foundation to provide workshops, training, and support for staff and students.
- Act as a liaison between loan servicers and students.

07/2005-11/2007

University of Colorado at Denver Health
Science Center

Denver, CO

Program Assistant I

- Duties include working with students by assisting them with tuition payments, payment plans, financial aid, bursar, admissions, advising, records and scholarship information.
- Accounts receivable for campus departments and distant learning.
- Balancing cash drawer daily and balancing cash in vault.

COVA/Denver District Attorney's Office

Denver, CO

Victim's Advocate

- Provided victims of crimes information regarding criminal law and updates on court dates, trial information, and victim's services.
- Worked in conjunction with victim's advocates and Denver District Attorney's to ensure victims of crimes are treated with respect and with dignity and are kept informed of the criminal justice process.
- Provided documentation and accurate verbal communication of sentencing dates, hearings, treatment options and restitution for victims.

Metropolitan State University of Denver

Denver, CO

Student Support Services

- Provided academic and scholarship support for undergraduate students.
- Monitored student's class schedule, grade point average and completion rate to ensure the students are meeting scholarship donor requirements.
- Assisted the director and counselors to increase scholarship recipient retention.

Volunteer Experience

- Aurora Housing Authority
- College Goal Sunday
- I have created seminars and workshops for staff at CCA, Cherry Creek Trails High School, Thomas Jefferson High School and Montbello High School.
- Certificate from the African American Leadership Institute, October 2011.