
Megan Lee Higginbotham

EDUCATION Texas A&M University

Ph.D. in Educational Administration, Emphasis in Higher Education Administration College Station, TX *Anticipated 2022*

Virginia Polytechnic Institute and State University (Virginia Tech)

M.A.Ed. in Educational Leadership and Policy Studies; Higher Education Blacksburg, VA

May 2012

Texas A&M University

B.S. in Biomedical Sciences

College Station, TX

May 2009

PROFESSIONAL EXPERIENCE

Texas A&M University

November 2017-Present

Student Assistance Services, College Station, TX

Case Manager

- Meet with and support over 800 students annually with appropriate guidance and resources to address personal and academic issues. Common issues include Title IX, concerning behavior, student death, and financial insecurity.
- Manage outreach initiatives and communication for on and off campus constituents.
- Create and manage food insecurity initiatives including the Pocket Pantry Program supporting 14 offices/units and hundreds of students; serve as liaison to the Hunger Consortium and 12th Can Food Pantry.
- Develop training and response protocol; serve as a member of the on-call Critical Incident Response Team (CIRT) by responding to student emergencies including accidents, alcohol/drug overdoses, and hospitalizations 356 days a year.
- Serve as the liaison to the Campus Ministry Association by providing general updates and facilitating University needs.
- Supervise practicum graduate assistants who support students, created programming, and other duties as assigned.

Texas A&M University

January 2014-November 2017

New Student & Family Programs, College Station, TX

Associate Coordinator

- Managed Howdy Week: Aggieland's Week of Welcome, by leading a university committee, coordinating large-scale programs for up to 10,000 students, designing promotional materials, and acquiring sponsorships.
- Assisted in execution 20 New Student Conferences (NSC), a mandatory two-day orientation for all incoming students, by welcoming over 14,000 students and 18,000 family members to Texas A&M University annually.
- Created, maintained, and assessed online orientation modules required for students prior to attending the NSC.
- Advised the Aggie Orientation Leader Program (AOLP), a 150-member volunteer organization that trains orientation leaders, coordinates select NSC programming, and maintains a budget more than \$300,000; supported the designation of AOLP membership as a High Impact Practice by creating learning opportunities, developing curricula, and assessment.
- Supervised a graduate assistant and interns who help to advise AOLP, develop programming, and create publications.
- Served as liaison to areas on campus including Athletics, Residence Life, and the Association of Former Students.

Project Specialist

May 2009-July 2010

- Managed daily office operations, maintained a budget over \$800,000, and supported three program coordinators.
- Staffed New Student Conferences (NSC), mandatory two-day orientation, for over 9,000 students and their families.
- Created and implemented an experiential learning trip, AgVenture, for incoming transfer students.
- Developed New Family Welcome, a weekend of events for the family members of new students.
- Organized a faculty/student mentoring organization; created trainings, designed outreach, and managed a \$10,000 budget.

University of Mary Washington

August 2012-January 2014

Office of Student Activities and Engagement, Fredericksburg, VA

Assistant Director

- Developed, executed, and assessed new student orientation programming for 1,200 incoming students and their guests.
- Created and maintained an orientation budget over \$300,000.
- Selected, trained, and supervised 35 current students who served as orientation leaders.
- Served as the advisor for the Inter-Club Association, University Programming Council, Class Council, and Yearbook Club.
- Planned campus-wide events by reviewing contracts, coordinating logistics, and implementing risk management.

- Managed three extended orientation, Hokie Camp, sessions by supervising eight executive team members, 150 counselors, and 750 campers.
- Co-Advised 34 orientation and transfer orientation leaders and 12 Hokie Camp executive team members.
- Facilitated student leadership training and retreats for orientation leaders and Hokie Camp executive team members.
- Developed marketing, programming, and staff recruitment for Hokie Camp and new student orientation.
- Maintained office and programmatic social media and web development.

ADDITIONAL LEADERSHIP & COMMITTEE EXPERIENCE

Higher Education Case Management Association (HECMA)

Director of Communications & Marketing

June 2020-Present

- Create and maintain the HECMA website and social media.
- Create all communications to over 1,400 members.

Annual Conference Planning Committee and Member

September 2018-June 2020

- Help to coordinate, develop, and staff conference programs for over 300 attendees.

Texas A&M University

The Association of Former Students Young Alumni Advisory Council

January 2015-December 2016

- Served as a regional Aggie Club representative for young alumni by answering questions, planning events, and providing information to help involve former students of the past decade remain involved with the Association of Former Students.

Association for Orientation, Transition & Retention (NODA)

Graduate Student Network Case Study & Educational Initiatives Chair

May 2014-November 2017

- Prepared and facilitated the case study competition for over 50 graduate students.
- Facilitated the graduate student symposium at the conferences by leading a small group and presenting current topics.

Region IV Educational Initiatives/Events Team

February 2016- November 2017

- Created programs and initiatives including drive-ins, webinars, and conference events for new attendees.

Returning Orientation Leader Institute (ROLI) Faculty

March 2017

- Served as a small group facilitator through programming for experienced student leaders at the regional conference.

SKILLS & CERTIFICATIONS

- Adobe InDesign, Photoshop, and Illustrator
- Microsoft Office Suite
- Wordpress
- QPR (Question, Persuade, Refer-Suicide Prevention)
- Aggie Ally
- Clifton Strengths Facilitator
- Green Dot Bystander Training Facilitator
- STAND Up Training Facilitator
- BASICS (Brief Alcohol Screening Intervention for College Students) Facilitator

PRESENTATIONS

- Higginbotham, M. & Zenn, J. (2021, March). Pocket Pantries: Creating Access to Combat Food Insecurity. Student Affairs Administrators in Higher Education (NASPA). National Conference, Virtual
- Higginbotham, M. & McKoin Owens, M. (2021, March). The Fixers: How Case Managers Develop Relationships and Problem Solve. Student Affairs Administrators in Higher Education (NASPA). National Conference, Virtual
- Bailey, K., Higginbotham, M. & Ivey, E. C. (2018, March). *Engaging Faculty in the New Student Experience*. College Student Educators International (ACPA) National Conference. Houston, Texas.
- Higginbotham, M. (2014 - 2016, November). *The Job Search Process, Supervising and Being Supervised, Job Interviewing, and Ethical Decision Making*. NODA National Conference Graduate Symposiums.
- Higginbotham M. (2012, April). *Tearing Down the Wall of Stereotypes*. NODA Regional Conference. Newark, Delaware.

AWARDS & HONORS

- NODA Region IV Outstanding Professional Award, 2017
- Fish Camp Namesake, Texas A&M University, 2017
- Division of Student Affairs Award of Distinction. New Student & Family Programs, Texas A&M University, 2015
- Outstanding Graduate Student of the Year Award. Virginia Tech Higher Education Program, 2012
- NODA Region VIII Outstanding Graduate Student Award, 2012