

Melanie L. McBride

Student Services Center | 318-357-4503 | mcbridem@nsula.edu

Professional Summary

14 years of work in the Recruiting Office, assisting prospective students with the admission and enrollment processes. Traveled to high schools and colleges throughout the state of Louisiana and East Texas to recruit students.

Education

BACHELOR OF SCIENCE | MAY 2001 | NORTHWESTERN STATE UNIVERSITY

Physical Education with an emphasis in Health and Exercise Science

Experience

ASSISTANT DIRECTOR OF UNIVERSITY RECRUITING FOR TRANSFER & GRADUATE STUDENTS | NORTHWESTERN STATE UNIVERSITY | JULY 2004-PRESENT

- Travel to territory in Louisiana and East Texas to recruit prospective transfer and graduate students at College/Career fairs, as well as private visits at the college campuses.
- Plan, organize, and oversee special event days pertaining to those students.
- Give campus tours to those students and their parents.
- Represent NSU to the public community at events on campus and out of town.
- Works directly with numerous departments on campus to provide the best assistance as possible to students.
- Supervises assigned student workers.
- Facilitates the communications flow for transfer and graduate students.
- Initiates implementation of updating view materials as needed.
- Assists with coordinating Summer Cheerleader/Dance Camps.
- Assists with planning and implementation of annual training retreat.
- Assisted in creating Annual Marketing Plan for the university.

CENTRAL LOUISIANA RECRUITER | NORTHWESTERN STATE UNIVERSITY | AUGUST 2002-JULY 2004

- Territory manager
- Traveled to areas in Central Louisiana to recruit prospective high school students to attend NSU
- Did presentations for small and large groups of students, as well as their teachers or counselors
- Assisted with special event days that were hosted by our office on campus
- Gave campus tour to prospective students and their parents.

Accomplishments/Honors

Recruiting Services Committee-LACRAO (Louisiana Association of Collegiate Registrars and Admission Officers)-
November 2014 to present

Professional Development

Louisiana Association of Collegiate Registrars and Admissions Officers Conference-2002-2015

ACT Southwest Region Postsecondary Conference-2013

ACT Enrollment Planners Conference-2008, 2009

Summer Institute for College Board-2004