

# Patricia McKnight

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Student Services Center | 318-357-5961 | mcknight@nsula.edu

## Professional Summary

Coordinator of Verification, State Scholarships & Client Services at Northwestern State University. 16 years of experience providing students with information regarding to TOPS, performing verification for applicants to determine eligibility for federal aid as defined by federal regulations.

## Education

**ASSOCIATE OF GENERAL STUDIES | MAY 1999 | NORTHWESTERN STATE UNIVERSITY**

## Experience

- **COORDINATOR OF VERIFICATION, STATE SCHOLARSHIPS & CLIENT SERVICES | NSU | 2013-PRESENT**  
SUPERVISE AND MONITOR WORK PROGRESS AND DISTRIBUTION OF WORK FOR THE VERIFICATION DEPARTMENT AND STATE SCHOLARSHIPS
- **FINANCIAL AID OFFICER FOR VERIFICATION AND SCHOLARSHIPS NSU 2000-2013**  
INDEPENDENTLY DETERMINE ELIGIBILITY FOR FEDERAL, STATE, AND INSTITUTIONAL FINANCIAL AID
- **SECRETARY AND COORDINATOR OF DISCIPLINE | NATCHITOCHE PARISH SCHOOL BOARD | AUGUST 1999-DECEMBER 1999**  
RESPONSIBLE FOR DISCIPLINARY REFERRALS AND ATTENDANCE ISSUES FOR A SCHOOL APPROXIMATELY 750 STUDENTS
- **SCHOOL SECRETARY NATCHITOCHE PRESCHOOL CENTER OCTOBER 1978-AUGUST 1999**  
MAINTAINED AN OFFICE ATMOSPHERE THAT WAS PROFESSIONAL AND FRIENDLY TO ADMINISTRATORS, TEACHERS, STUDENTS, PARENTS AND THE PUBLIC
- **STUDENT ASSISTANT NORTHWESTERN STATE UNIVERSITY FOUNDATION AUGUST 1997- MAY 1999**  
ASSISTED FOUNDATION DIRECTOR WITH VARIOUS OFFICE TASKS, INCLUDING FILING AND DATA ENTRY
- **OWNER, OPERATOR PATRICIA MCKNIGHT CATERING 1997-2001**  
NEGOTIATED, PLANNED AND IMPLEMENTED PARTIES, RECEPTIONS AND DINNERS FOR EVENTS

## Accomplishments/Honors

Natchitoches Service League 2000 – present

President, 2005-2006

House Tours Committee Chairman, 2001-2004

Beta Sigma Phi, 1998 – present

President and City Council Delegate

Natchitoches Historic Foundation, 1998 – 2010

Chair, Historic Natchitoches Christmas Pilgrimage

Volunteer, March of Dimes, 1993-2000

Recipient, PEO Continuing Education Grant, 1997

University Verification Credentialing National Association of Student Financial Aid Administrators NASFAA 2016