



College of Health and Human Services
Department of Human Services

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Dear Dean Hendrickson and Search Committee Members,

I am pleased to submit my application for the Associate Dean position in the College of Health and Human Services (CHHS). I earned my bachelor's and master's degrees in Family and Consumer Sciences at EIU. I earned my PhD in Human and Community Development (now Human Development and Family Studies) at the University of Illinois at Urbana-Champaign (UIUC). My professional career has consisted of administrative, teaching, coordinator, and other organizational roles that have enhanced my abilities to provide leadership, develop program plans and collaborations, and implement and oversee large-scale projects or initiatives. I have 15 years of experience in higher education, including teaching in a variety of formats to diverse audiences, supervising employees and students, managing grant projects, working on research projects with interdisciplinary teams, and leading recruitment and retention efforts. I believe I could utilize the skills I have gained in my academic training and professional experiences to be an effective administrator in the CHHS.

Administration, Teaching, and Leadership

My first formal experience in administration was as EIU's Director of Child Care Resource and Referral. In this position, I secured and managed over \$650,000 in grant funding through the Illinois Department of Human Services and the Illinois Network of Child Care Resource and Referral Agencies. My responsibilities included: hiring and supervising staff and graduate assistants, engaging in program planning, developing and maintaining effective collaborations and relationships (with staff, university faculty and administrators, community members, and agency leaders across the state), and administering a comprehensive program and activities to ensure optimal functioning and agency organization.

It is important for the Associate Dean to have a variety of experiences with teaching, advising, and maintaining quality relationships. In the last 15 years, I have served as the primary instructor for 15-20 different undergraduate and graduate courses in human development and family studies or psychology at EIU, The University of Illinois at Urbana-Champaign (UIUC), and Danville Area Community College (DACC). At UIUC, I was on the "Teachers Rated as Excellent" and "Teachers Rated as Outstanding" lists based on student evaluations. At EIU, my evaluations by students, colleagues, and the Department Chairperson have been "superior". I have developed courses in online and

face-to-face formats and had the opportunity to work with diverse learners in this process. At DACC, my students ranged from high school to adult learners, and I taught courses to many adult learners at Parkland and through the Native American Educational Services when the EIU School of Continuing Education facilitated those off-site initiatives. These experiences and my own academic training in human services, have taught me ways to value diversity in academic settings. My role as Graduate Coordinator provided me with the opportunity to advise all Human Services graduate students at EIU, supervise graduate assistants, learn about enrollment management and assessment, and utilize platforms and tools, including PRM, Banner, machforms, and global site/website management. I also served as the Internship Coordinator and advised human services interns for over two years while simultaneously building and maintaining relationships with multiple community agencies and offices on campus, including Study Abroad, Health Services, and Career Services. While these are not administrative roles, there are a variety of skills that I have utilized in teaching and as Graduate and Internship Coordinator that can be applied in administrative roles. The cornerstone of my ability to effectively build relationships and advise students in a way that has minimized and mitigated conflict is my attention to detail, organization, personal demeanor, problem-solving, management, and leadership skills.

Outreach Education and Services

The CHHS has a variety of service and outreach programs and potential for additional programming. When I first started teaching at EIU 15 years ago, I taught in the infant lab in the Child and Family Life Education Center (formerly, Child Development Lab). Since that time, I have developed a strong background in program development, including implementation and evaluation of health and human services programs. I have worked with others to develop a variety of programs for couples or parents through the University of Illinois Extension and eXtension (e.g., *Just in Time Parenting*, *Intentional Harmony*). Another position at the University of Illinois involved working in the Family Resiliency Center, which houses their Autism program. Working with *Sesame Street* and the University of Minnesota, I worked with a team to evaluate a program *Sesame Street* designed for military families in transition. Further, I developed my own program, *Coparenting Alliance*, to help parents who are going through a divorce or separation. I have a variety of publications surrounding formative and summative evaluations of educational outreach programs and have worked with others to develop models for family life education program development. These roles have provided me with the knowledge and expertise necessary to contribute to outreach services in CHHS as needed.

Recruitment and Other Relevant Experiences

The Associate Dean will be expected to participate and organize a variety of recruitment initiatives for the College. I have organized several recruitment and retention initiatives for undergraduate and graduate students at EIU. For example, I established the Human Services Ambassador student organization at EIU and served as the faculty advisor for the Ambassador program for two years. When our Department Chair was on sabbatical, I chaired human services recruitment initiatives. I also represented the College of Health and Human Services at the admitted student events in Chicago for two consecutive years. Further, I was put in charge of recruitment initiatives for The Department of Human Development and Family Studies at UIUC and traveled across the state to recruit at high

schools and community colleges. The professional relationships built with advisors and admissions counselors at EIU provided me with the opportunities to advance my understanding of the importance of articulation plan agreements, marketing materials, platforms such as PRM in recruitment, and other issues relevant to recruitment.

I have created assessment plans and reports through my role as Graduate Coordinator, Chaired the FCS and Human Services Scholarship Committees, facilitated students' awards in Academic Works, and served on Redden grant committees. I have engaged in data collection through research with students and exit surveys. Through teaching human services courses, I have created modules on strategic planning and have led strategic planning efforts as a Board Member in community organizations. Through this community service, I also have experience with philanthropy and fundraising. Further, I have served in various leadership roles in community, state, and national organizations. More recently, I have represented EIU and the CHHS by serving on the Illinois Innovation Network and Co-Chair the Social Innovation and Entrepreneurship Committee; we planned and hosted a conference for faculty, administrators, and nonprofit agencies throughout the State of Illinois.

Throughout my career in academia, I have gravitated toward administrative and leadership roles. At this point, I am seeking a new challenge to utilize my skills in helping to move the College forward following a number of transitions. I would like the opportunity to build on my skill-set, learn from others in the College, and serve the CHHS through this role as Associate Dean.

Sincerely,

A handwritten signature in cursive script that reads "Jill R. Bowers".

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