

Addye Buckley-Burnell, PhD, GCDF

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SUMMARY OF QUALIFICATIONS

- 15 years in career services with 10 years in leadership roles of progressive responsibility in areas of career services, academic advising, and counseling
- Ph.D. in Adult Education with a dissertation focused on first destination outcomes and the connection between career courses and high-impact practices
- Data-driven decision-maker with experience aligning programs to university and office strategic plans
- Proven commitment to diversity, equity, and inclusion demonstrated in innovative programming, training, committee work, and establishment of accessible resources

UNIVERSITY EXPERIENCE

University of South Florida (USF): Center for Career and Professional Development

Tampa, FL

Associate Vice President / Executive Director of Career Services

November 2022–Present

- Oversee budget of over \$1.8 million accounting for all transactions and planning for growth
- Establish reorganization plan and structure to bring 9 staff members up to full team of 24-27 to rejuvenate central career service unit
- Secure new funding lines to reward committed team and fund new positions to align with new structure and needs of campus community
- Lead team to create mission, vision, office name, and strategic plan in first 9 months to ensure buy-in and all members heard
- Saw 16% improvement in self-reported job satisfaction among team within first 6 months
- Host employers on campus for the USF Employer Summit and at University of Tampa to promote the hiring of USF students and find innovative recruiting solutions
- Formalize onboarding and training processes for office to standardize best practices
- Encourage the sharing of information and resources by leading Back to Basic training sessions each week focused on a variety of career service topics and appointment types
- Streamline access for students and employers by working with all campuses of USF and consolidating Handshake instances and establishing a unified website
- Create opportunities to deliver at scale and implement technology to assist including implementing uConnect and the Iris Photobooth

Quality Enhancement Plan (QEP) Director

- Refined QEP draft submitted by committee to reflect high-impact practices that have demonstrated impact on performance-based funding metric of employment and continued education
- Host town halls to get buy-in of faculty and staff on all campuses of USF
- Created budget and position descriptions of needed elements to facilitate and sustain full program

Boston University (BU): Center for Career Development

Boston, MA

Executive Director

November 2021–2022

- Curate central career services team of 20 professional staff, including union-represented, and 20 student staff to provide innovative career education and employer relations for all 33,000 diverse students and alumni at a private R1 doctoral university
- Manage operations budget of over \$150,000 and projected expenses quarterly to ensure any overages are reallocated to other units in division
- Conducted internal review and climate study to inform planning discussions for the establishment of a new mission, vision, values, and strategic plan with input from entire team
- Increased by 400% partnered programs/workshops with faculty by targeted advertising and creating descriptions and learning outcomes for presentations
- Facilitate the university wide First Destination Survey and follow-up calls and searches resulting in 79% knowledge rate
- Reclassified and developed new key positions to optimize services and retain skilled staff in office
- Launched the Professional Clothing Closet quickly in collaboration with the Newbury Center for

First-Generation Students to make opportunities at BU and beyond more equitable for students resulting in over 1000 items being distributed within 2 months of opening

- Use gap analysis data and Universum reports to determine targeted employers of interest for students and advise employer engagement team on ways to engage and foster connections with students
- Facilitate monthly group meetings with the directors of all decentralized career centers, graduate studies, and alumni relations to improve communication, provide consistent policies, and make needed changes to resources
- Hire and train new staff using equitable best practices resulting in 6 professional staff in 7 months
- Create onboarding tools, including a Blackboard course, to standardized information shared with both student and professional staff
- Worked with team to create learning objectives for targeted programs based on strategic goals and established innovative means of measuring impact
- Identify and remove barriers to student access to services including the implementation of regular drop-in assistance providing resume and cover letter feedback to over 400 students in first semester
- Partner with Deloitte to recruit and host the Future of Work Institute for 45 students in initial cohort with priority registration given to first-generation students
- Survey alumni at 5 and 10 years out to tell the story of a BU degree and opportunities for improvements with 25% knowledge rate annually
- Initiated website redesign with limited budget allocation to increase functionality and accessibility to all; evaluated content and reduced pages by over 150
- Serve on selection committee for grant funded Yawkey Internship Program and recommend adjustments for increased equity for guidelines and qualifications

Auburn University (AU): University Career Center
Associate Director, Career Development
Assistant Director, Career Development

Auburn, AL
 July 2019–November 2021
 August 2012–July 2019

Supervision and Management

- Supervised 10 career development staff in central career unit at a large public R1 doctoral university including 4 career counselors, an administrative assistant, 4 graduate assistants, and 2 interns
- Designed robust onboarding and training program and guide for student and professional staff and transitioned to Canvas course to allow variety of modalities
- Led organizational changes through data-driven decision-making, strategic planning, and quickly adapting to unforeseen changes
- Advocated for staff and implement professional development programs to ensure career progression for office and campus community including Career Coaching Intensive, Career Development Facilitator Training, and quarterly Campus Career Partners Meetings
- Empowered team to initiate and own new programming resulting in the Merge Mentorship Program, Mock Interview Days, and Career Ready while providing guidance and support
- Onboarded new technology and trained staff, students, and faculty to use Handshake, Quinncia, and VMock while working with contracts and budgets accordingly

Student Success

- Increased by 23% the number of unique students served through appointments and drop-ins between 2017 and 2020
- Coordinated in-person and online career coaching and counseling services to accommodate as many of the over 30,000 AU students and alumni as possible
- Expanded course offerings from 2 sections of one course to a total of 7 sections of 3 different courses, created curriculum and taught in-person and synchronous-online using Canvas

Diversity, Equity, and Inclusion Focus

- Improved equity and accessibility of all resources and services by introducing free professional attire, headshots, resume printing, and scholarships for assessments and workshops
- Engaged with employers to find ways to foster authentic relationships with students including the Employer Connections Breakfast: Exploring Careers through a Lens of Inclusion & Diversity
- Fostered honest discussions of issues concerning all aspects of diversity through the Uncensored Career Conversation series in collaboration with the Alumni Association, Office of Inclusion and Diversity, Office of Accessibility, and Veterans Resource Center

Partnerships

- Integrated advising and career resources for Pathway Major Guides allowing students to connect majors to career planning in collaboration with college deans and advisors (aub.ie/PMG)
- Elevated first-year student usage by 27.8% by establishing connection with orientation courses
- Spearheaded Campus Career Closet by bringing together campus and community partners to benefit all students and increased usage by 472% between year one and year four
- Connected students with financial literacy resources and presentations as coordinator for the Regions partnership with AU (aub.ie/money)
- Managed budget of \$50,000/year for grant supporting the Career Advantage Program providing career development for participants of a community treatment facility

Assessment

- Analyzed assessment/student usage data and wrote official report for division, office annual report, and SACS accreditation process
- Contributed to the 100% knowledge rate of First Destination Survey data by conducting follow-up calls and searches with team and Office of Institutional Effectiveness

Communication and Marketing

- Arranged presentations, created new materials, identified learning outcomes, and delegated to presenters resulting in 283 presentations and over 9,000 students in attendance during 2019-2020
- Created content and updated website (career.auburn.edu) using WordPress, InDesign, and Canva while ensuring ADA compliance
- Oversaw marketing functions of office and maintained budget accounting for all materials and swag

Missouri State University: Career Center

Springfield, MO

Career Resources Specialist

August 2009–July 2012

- Served as employer relations and career counselor while managing satellite office in College of Business
- Hosted employers and attended area Society for Human Resources Management meetings to understand hiring needs and expand hiring opportunities for students
- Chaired career counseling committee, scheduled regular meetings/professional development, and maintained career assessments for six professional staff and one graduate assistant
- Initiated workshop series for international students in collaboration with International Services
- Interpreted Strong Interest Inventory, Myers-Briggs Type Indicator, Self-Directed Search, StrengthsFinder, Skill Scan, Multiple Intelligences, Focus II, and values assessments for individual students, classes, and groups
- Supervised counseling graduate assistant involving all aspects of training and scheduling
- Designed and delivered career topic presentations and workshops to classes and groups of 5-200 students on campus and in community using PowerPoint, Keynote, and Prezi
- Maintained blog, Facebook, and LinkedIn pages to integrate social media into marketing strategy
- Served on advisory board for Parkview High School's A+ program, co-advised Golden Key International Honour Society chapter, and supervised CBASE and Praxis exams

Johnson County Community College- Counseling and Advising Services

Overland Park, KS

Counselor- Academic Advising (temporary position)

August 2008–September 2008

- Counseled individuals concerned with stress reduction, time management, and study skills
- Learned Banner Admin in two weeks and utilized with 20-30 students daily to enroll in courses to fit curriculum models and preferred schedules
- Evaluated transcripts and developed program plans to fit the needs of students

Counselor (sabbatical replacement)

March 2008–July 2008

- Interpreted results of SII and MBTI for students and counseled how to use this information in major/career selection process

Washington University - Student Health Services

St. Louis, MO

Practicum Counselor

August 2006–May 2007

- Provided counseling services to students individually and in group settings
- Attended 2-day SafeZone training to understand special considerations of the LGBTQ+ community
- Conducted intake interviews including taking an extensive history of each client, recording presenting concerns, assessing suicidal thoughts/ideation and documented in Point and Click program
- Wrote case conceptualizations and implemented treatment plans following HIPAA regulations

INSTRUCTIONAL EXPERIENCE AND CURRICULUM DEVELOPMENT

Auburn University

Auburn, AL

Navigate Your Career Pathway – Transfer Student Section UNIV 1150 (2 credit hours)

Fall 2020 & Fall 2021

Career Success – HONR 1087 (1 credit hour)

Fall 2018–Fall 2021

Your Major, Your Decision – UNIV 1150 (2 credit hours)

Fall 2013–Fall 2019

Job Search and Career/Life Planning – COUN 3000 (2 credit hours)

Spring 2015

Job Search and Career/Life Planning – COUN 2973 Distance Education (2 credit hours)

Fall 2013–Spring 2014

Missouri State University

Springfield, MO

First-Year Foundations – GEP 101 (2 credit hours)

Fall 2010 & Fall 2011

Job Search and Career Planning – IDS 320 (2 credit hours)

Spring 2010 & 2011

Exploring Majors and Careers – IDS 120 (2 credit hours)

Summer 2009 & 2010

PRESENTATIONS

Buckley-Burnell, A. (2023, July). *LinkedIn Workshop*. Lecture presented at the 2023 Sisters in Public Health Event, Tampa, FL.

Buckley-Burnell, A. (2021, March). *Smart Salary Negotiation*. Lecture presented at the 2021 Women’s Leadership Conference, Auburn, AL.

Buckley-Burnell, A. (2021, March). *Leading from Day 1*. Lecture presented at the Auburn Alumni Association 2021 Women’s Summit, Auburn, AL.

Buckley-Burnell, A. (2019, April). *Salary Negotiation 101*. Lecture presented at the 2019 Women’s Leadership Conference, Auburn, AL.

Buckley-Burnell, A. & Mille, L. (2018, December) *Career Clothing Closets: A Discussion of Best Practices*. Roundtable at Southern Association of Colleges and Employers Annual Conference, Atlanta, GA.

Buckley-Burnell, A. & Black, S. (2016, June) *Meaningful Work and Well-Being: The Auburn University Career Advantage Program for Men in Substance Recovery*. Roundtable presented at National Career Development

Association Annual Conference, Chicago, IL.

Bernard, N. & Buckley-Burnell, A. (2014, December) *Unmasking the Career Decision Making Process for Incoming Freshmen and their Parents*. Lecture presented at Southern Association of Colleges and Employers Annual Conference, New Orleans, LA.

Buckley-Burnell, A. (2014, May) *Civic Professionalism and the Job Market: Helping Students See the Big Picture*. Lecture presented at the 2014 Academy of Civic Professionalism, Auburn, AL.

Buckley-Burnell, A. (2013, May) *Civic Professionalism and the Job Market: Helping Students See the Big Picture*. Lecture presented at the 2013 Academy of Civic Professionalism, Auburn, AL.

Buckley-Burnell, A. & Day, R. (2013, June) *Meaning-Making Approaches for First-Year and Undecided Students*. Lecture presented at National Association of Colleges and Employers Annual Conference, Boston, MA.

Buckley-Burnell, A. (2011, September) *Facebook and Employers*. Lecture presented at Public Affairs Week at Missouri State University, Springfield, MO.

Buckley-Burnell, A. (2011, June) *Preparing International Students for the US Job Market*. Lecture presented at Midwest Association of Colleges and Employers Annual Conference, Chicago, IL.

PUBLICATIONS

Buckley-Burnell, A. & Cordie, L.A. (2023). Experiential learning practices and career courses: Predictors of first destination outcomes. *Higher Education Studies*, 13(4), 40-49. <https://doi.org/10.5539/hes.v13n4p40>

Buckley-Burnell, A. (2018). Know what employers want in a candidate [Chapter Forward]. In P. A. Gore, W. Leuwerke & A. J. Metz, *LaunchPad for connections for Auburn University* (2nd ed.), (p 17). New York, NY: Bedford, Freeman Worth Publishing Group, LLC.

EDUCATION

Auburn University Auburn, AL
Doctor of Philosophy in Adult Education December 2021
 ▪ Dissertation: Examining Relationships Between Career Courses, High-Impact Practices, and First Destination Outcomes

University of Missouri- St. Louis St. Louis, MO
Master of Education in Counseling May 2007

Central Missouri State University Warrensburg, MO
Bachelor of Science in Psychology, Minor in Sociology August 2004

CREDENTIALS

Global Career Development Facilitator Certificate # GCDF15923
 Center for Credentialing and Education, Inc.

Licensed Professional Counselor License # 3195
 State of Alabama

National Certified Counselor #314001
 National Board of Certified Counselors

COMMITTEES/TEAMS

USF Partnership Leadership Council	June 2023–Present
Student Success Cabinet: USF	November 2022–Present
Boston University Climate Study – Working Group	August–November 2022
ENSA HR Diversity Committee- Chair of Interviewing sub-committee	March–November 2022
Alabama Commission on Higher Education: Auburn University Representative	December 2020–October 2021
▪ Interest to Pursue Greater Knowledge Sub-committee	April 2021–October 2021
Campus Pride Index: Policy, Support, and Institutional Commitment Committee	October 2020–October 2021
Diversity, Equity, and Inclusion Team for UCC- Chair	September 2020–October 2021
Auburn University Advisors and Counselors Caucus	August 2012–October 2021
Critical Incident Response Team	August 2018–October 2019
Assessment Team (A-Team): Division of Student Affairs	June 2018–October 2019
Auburn University Undergraduate Advising Committee	October 2016–December 2018
▪ Assessment of New Advisor Orientation sub-committee	
Diversity and Inclusion Committee: AU Office of Undergraduate Studies- Chair	October 2017–June 2018
Search Committees:	
University of South Florida	
▪ Chair (3 search) & Member (4 searches)	
Boston University	
▪ Chair (6 searches) & Member (1 search)	
Auburn University	
▪ Chair (8 searches) & Member (8 searches)	

SPECIALTY TRAINING

SHRM Essentials of Human Resources ; University of South Florida	June 2023
Inclusive Leaders Training (semester-long) ; Boston University	Spring 2022
Career Coaching Intensive ; National Association of Colleges and Employers	July 2021
Diversity, Equity, and Inclusion in the Workplace Certificate ; University of South Florida	May 2021
Applying and Leading Assessment in Student Affairs ; National Louis University	March 2021
Course ReDesign ; Auburn University- Biggio Center	July 2020
Counselor Supervision Training ; Auburn University-Montgomery	September 2017
StrengthsFinder Training ; Gallup Strengths Center	September 2016
Management Leadership Institute ; National Association of Colleges and Employers	July 2016
Outcomes-Based Assessment for Career Services, Counselor, and Advisors ; Academic Impressions	July 2013
SafeZone Training ; Washington University	November 2007

PROFESSIONAL AFFILIATIONS

Southern Association of Colleges and Employers	2012–Present
Career Leadership Collective	2019–Present
National Association of Colleges and Employers (NACE)	2009–Present
▪ NACE Strategic Positioning of University Relations Task Force 2023-Present	
National Career Development Association	2009–Present
Florida Career Centers	2022
American Counseling Association	2007–2022

Northeast Association of Colleges and Employers

2021–2022

Alabama Association of Colleges and Employers

2012–2021

- **Head of Technology Committee** - Website Developer (aceal.com) | 2015-2018

TECHNICAL/SPECIALIZED SKILLS

Client Management: Handshake, Salesforce, & Simplicity

Assessments: Strong Interest Inventory, Myers-Briggs Type Indicator, CliftonStrengths, TypeFocus, Self-Directed Search, Skill Scan, Multiple Intelligences, Values Card Sort, Focus II, & Predictive Index

Suites: Adobe InDesign, Spark, Illustrator, PDF, Forms, & Photoshop

Microsoft Teams, Forms, OneNote, Word, Excel, PowerPoint, SharePoint, & Outlook

Google Forms, Sheets, Docs, Slides, Mail, & Drives

Career Service Products: Quinncia, VMock, InterviewStream, CandidCareer, CareerShift, GoinGlobal, What can I do with this Major?, First Hand, Big Interview, Career Fair Plus, MyPlan, LightCast & Graduway

University Operation Systems: Banner, GEMS, Fast Train, Finance Mart, SAP, AdviseAssist, DegreeWorks, Kronos, Canvas, & Blackboard

Software: Campus Labs, Qualtrics, Panopto, Zoom, Cisco Webex, Canva, SPSS, Glimpse, Screencast-o-Matic, Issuu, Trello, Concur, & Kahoot

Website Design: WordPress, Wix, Weebly