

TONDELAYA K. BLACKSTONE
5530 Walnut Street
Harrisburg, PA 17112
Tblackstone5530@comcast.net
717-756-9513

EDUCATION:

2011(December) **D.M. Candidate**, Doctor of Management, UMUC, Adelphi, MD
1995 **M.S., Communication**, Clarion University, Clarion PA.
1994 **B.S., Communication**, Clarion University, Clarion PA.

PROFESSIONAL EXPERIENCE:

Director/Chair

Dept. of Interdisciplinary Studies – Coppin State University, Baltimore, MD. March 06 – Present
Direct all aspects of the Interdisciplinary Studies Program. Manage the student administration database, monitor records, download queries, manage high-quality course facilitation and development, assist students with registration, clear students for graduation, hire faculty to teach course load, interface with faculty advisors, chairpersons, deans and provide quarterly reports to the Provost, counsel and advise students accordingly. Supervise faculty, adjuncts, staff and advise 20 chairpersons and 5 deans.

TEACHING ASSIGNMENTS: – Coppin State University, Baltimore, MD August 07-Present
ORIE 101 Freshman Orientation; Interdisciplinary Studies: IDST 201; Foundations of Interdisciplinary Studies; IDST 301 Interdisciplinary Studied Human Inquiry; IDST 401 Interdisciplinary Studies Internship; IDST 499 Capstone Seminar Class

Director of Marketing – Coppin State University, Baltimore, MD. Feb. 05 – March 06

Directed and evaluated the marketing and media relation efforts; facilitated customer and client development and service programs. Developed a strategic marketing plan; policies and procedures, provided consistent graphic and editorial presentation internally and externally; enhanced the image of campus, communicated the mission effectively; printed brochures, manuals, newsletters, stationery, recruitment literature; produced radio and television commercials.. Directed and managed institutional events and assisted the office of the President. Supervised 22 Staff, work-study students and interns.

Director of Student Activities -Coppin State University, Baltimore, MD. Aug. 02- Feb. 05

Supervised all student oriented events and social programs; implemented musical performances, seminars, festivals, leadership workshops and lecture presentations. Advised student leaders, student senate, student activities program board, Miss & Mister Coppin, the courier, the yearbook, Greek Organizations, the Pan-Hellenic council and various clubs/organizations. Designed brochures, flyers, programs, calendars, newsletters and assisted with the layout of the student activities website. Created marketing strategies and designed advertising campaigns. Assisted with conflict resolution, student conduct, judicial matters, crisis management, and served as liaison between the counseling center and residence life. Negotiated contracts and authorized professional artist, speakers, vendors and performances. Supervised and managed two staff, fifteen work-study students, twenty advisors, two interns and the campus student center. Served on various committees related to student activity functions; planned and implemented new student orientation, student senate retreat, advisor luncheon, freshmen candlelight ceremony, midnight madness, homecoming week, Greek step show, Black History Month programs, Miss & Mister Coppin State University Pageant & Coronation. Monitored all activities scheduled in the evenings and weekends. Coordinated the intramural athletic program; open gym, open weight room and game room activities. Interpreted and implemented university policies and procedures for students, advisors, faculty and staff.

Assistant Director of Admissions - Kutztown University, Kutztown, PA. 2000-2001

Developed recruitment strategies, supervised on campus minority recruitment programs, conducted interviews; advised; reviewed applications; answered inquiries; increased the involvement of community leaders and churches in recruitment and enrollment efforts. Designed publications; brochures, flyers, radio ads, advertisement and website pages. Evaluated applications, articulation agreements, dispersed scholarships and launched telemarketing efforts. Supervised three work-study students, two interns and assisted with training, workshops, housing and financial aid opportunities; liaison to KU offices and committees.

Director of Multicultural Recruitment & Associate Director of Admissions***Lehigh University, Bethlehem, PA.******2000-2000***

Managed all aspects of recruitment & retention; developed strategic plan and implemented strategies designed to attract and enroll minority students. Conducted interviews; reviewed applications; answered inquiries and dispersed scholarships. Provided training for twenty five professional staff, ten work study students and five interns. Supervised and managed two staff, three work study students and two interns. Advised minority student organizations and assisted with financial aid and housing opportunities. Liaison to the Office of Multicultural Affairs.

Program Coordinator – Student Affairs - University of Georgia, Athens, GA. 1999-2000

Developed cultural; social, leadership, and academic programs; supervised special musical performances, Greek organization programs. Designed web pages; publications; career days geared towards minority students. Advised and managed various minority clubs/organizations, student budgets as well as the Black Student Union. Coordinated the leadership program; developed diversity training, youth activities and recreational programs. Established and maintained communication with local and national minority organizations. Liaison to University offices, such as; academic departments, college deans and support services with respect to minority student adjustment to campus life. Supervised graduate assistants and work-study students.

Coordinator of Multicultural Recruitment/Marketing & Admissions Counselor***Penn State University, Harrisburg, PA.******1996-1999***

Articulated courses, evaluated transcripts and maintained transfer articulation agreements. Academic advisor and counselor; coordinated graduate and undergraduate student registration; graduate information night; reviewed applications; recruited and admitted students. Conducted interviews; advised; reviewed applications; answered inquiries; increased the involvement of community leaders and churches in recruitment and enrollment efforts; designed Penn State coffee breaks; direct mail campaigns; and recruitment activities. Designed brochures, web pages, flyers, publications, telemarketing projects and attended National College Fairs, Transfer Days, College & University days, high schools visits, workshops and seminars. Advised minority student organizations and assisted with financial aid & housing opportunities. Supervised work-study students and graduate assistants.

Intervention Specialist - Cornell Abraxas, Harrisburg, PA.***1997-2002***

Provided a full range of services directed toward the care, rehabilitation and improved educational progress of non-traditional students, grades three through twelve. Conducted individual and group crisis management and counseling; behavior modification, maintained caseloads; enforced policies and procedures; developed and implemented individualized treatment plans; crisis management sessions and conducted referrals. Coordinated daily activities; maintained family contacts with social service agencies and the school district. Prepared service plans, monthly reports; enforced positive student behavior, attitude, achievement, academics and overall progress. Served as team leader; provided mentoring and effective role modeling; participated in conferences; facilitated client behavior modification workshops; interacted closely with classroom teachers and staff to ensure overall treatment goals were implemented.

Therapeutic Staff Support – PT - Cornell Abraxas, Harrisburg, PA. 1997-2002

Provided therapeutic support to children, parents, family members & educators; supervised recreational and cultural programs; alternate activities to redirect challenging behaviors; supervised clients & behavioral intervention plans; supported parents and other adults in their efforts to provide direct supervision; supplied specific interventions to assist the child in developing age-appropriate daily living skills and social and cultural interaction skills with his or her peer group.

***Instructor (Kids College) - Cornell Abraxas, Harrisburg, PA. 1999-2000
Penn State University, Middletown, PA 1997-1999***

Responsible for building greater confidence through successful experiences with computers; competence through hands-on computer activities; teaching students how computers can be of immediate and future use; developing an understanding and working knowledge of safe and appropriate computer and internet use; teaching students to have a working knowledge of the world wide web, email and search engines; teaching students how to create web pages.

Assistant Director/ Activity Specialist/ Intern - City of Harrisburg, Harrisburg PA. 1986-1999

Provided social, cultural and recreational programs; educational seminars, training sessions for inner city youth. Coordinated recreational programs, fiscal management, housekeeping and building maintenance. Conducted marketing projects; facilitated training programs; Youth/Men/Women's basketball coach; monitoring all playground sites & supplying transportation, services, equipment and supervised 20 staff.

Graduate Assistantship/Teaching Assistant

Clarion University, Communication Department, Clarion, PA. 1994 - 1995

Responsible for teaching desktop publishing/multimedia production course. Scheduled individual appointments to assist with class projects; marketing tools, technical support, graphic layout and design; collected and dispersed assignments; assisted with directing and editing television programs and the use of computer graphics.

Internship - Department of Environmental Protection, Harrisburg, PA. 1995 - 1996

Responsible for research and marketing strategies for special events; proofreading, writing letters and memos; printing, copying, layout/design, direct mailing and answering in-coming calls.

Accolades 1995 - Present

04-05	Outstanding Advisor Award	1996	DEP Award of Excellence
03-02	Advisor Appreciation Award	1995	Zeta Outstanding Excellence Award
01-02	Black Affairs Advisor Award	1995	Minority Student Services Award
01-02	BSU Appreciation Award	1995	Greek Service Award

1993 - Present Zeta Phi Beta Sorority Inc. – Member