

JILL R. STEVENS

UNIVERSITY PROGRAM ASSOCIATE

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SKILLS & ABILITIES

Supporting the Institute's certificate and training/workshop programs, including registering students, scheduling courses and classrooms, preparing course materials for distribution, coordinating with traveling instructors, collection and reporting of classroom performance and course payments, managing work study students, etc.

EXPERIENCE

University Program Associate, H.W. Odum Institute, University of North Carolina at Chapel Hill

March 2014 – Present

Chapel Hill, NC

- Program Administrator for the Certificate Program in Certificate Methodology
- Training and Education Administrative Assistant

Admissions and Administrative Specialist, Enrollment Management, Medical University of South Carolina

August 1998 – July 2007

Charleston, SC

- Admissions for the College of Dental Medicine
- University Commencement Coordinator
- In-state Residency Officer for tuition/fees purposes
- Special Events Coordination Assistant
- Student Coordinator for Environmental Health training, Environmental Health Program
- Receptionist for Dean's Office, College of Medicine

EDUCATION

University of North Carolina at Chapel Hill

August 1991 – May 1993

Vance Granville Community College

August 1993 – May 1994

Kaplan College

October 2001 – December 2001