

# JILL R. STEVENS

EDUCATION COORDINATOR

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## SKILLS & ABILITIES

Supporting the Institute's in-person and online education/training and certificate programs (over 100+ short courses per year), including course scheduling and registrations for a wide array of attendees from across the globe, coordinating with on and off campus instructors, collection and reporting of online classroom performance evaluations, course payments, UNC Campus Finance processing for course instructors, managing graduate students for statistical consulting desk, etc.

## EXPERIENCE

### **Education Coordinator, H.W. Odum Institute, University of North Carolina at Chapel Hill**

March 2014 – Present

*Chapel Hill, NC*

- Education Coordinator, Education Division
- Program Administrator, Certificate in Survey Science Program

### **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
- 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