

Jill Stevens

Education Coordinator

Experienced Education Coordinator with a proven track record in program development, curriculum design, and student engagement. Skilled in fostering partnerships and implementing innovative educational initiatives to drive positive outcomes and growth.

Experience

2014 - Current

Education Coordinator, *HW Odum Institute, UNC Chapel Hill*

Education Coordinator for Education/Training Program;

Program Administrator for the Certificate in Survey Science Program.

- Coordinates short course and workshop program for diverse audiences, ensuring engagement and learning outcomes.
- Assists in developing and implementing program initiatives, contributing to successful project outcomes.

1998 – 2007

Administrative Specialist, *Medical University of South Carolina*

Admissions Specialist for the College of Dental Medicine;

University Commencement Coordinator for Enrollment Management;

University Residency Officer for Enrollment Management;

Special Events Coordination Assistant for Enrollment Management;

Student Coordinator for Environmental Health training for Environmental Health Program;

Receptionist for College of Medicine Dean's Office

- Managed admissions process for incoming students, coordinating applications and interviews.
- Developed and maintained relationships with prospective students, providing guidance throughout the process.
- Coordinated commencement efforts for 6 colleges in spring and summer.
- Supported administrative operations by handling inquiries, organizing files, and scheduling appointments.

Education

Kaplan College

Vance Granville Community College

University of North Carolina at
Chapel Hill

Skills

- Short Course Development
- Program Development
- Online Course Registration
- Event Planning
- Qualtrics
- Website Updates

Contact

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