

Christine N. Gettings

SUMMARY OF QUALIFICATIONS

- Over 12 years of experience in university administration, international education, intercultural learning, program development and management, fundraising, and special event execution
- Effective design, implementation, and assessment of educational programs and international delegations
- Excellent communication, presentation, training, advocacy, and problem solving skills
- Experience handling complex and confidential situations
- Entrepreneurial spirit with strong organizational and program management abilities
- Innovative collaborator successful at designing and creating partnerships across units, organizations, and institutions
- Proven leader effective at working in intercultural and educational settings

PROFESSIONAL EXPERIENCE

- Assistant Director, Global Learning & Leadership-American University 2015-present
Program Development and Management
 - *Direct American University's immersive global educational travel delegations to locations as varied as South Africa, Myanmar, Vietnam, Laos Brazil, Cuba, Haiti, Guatemala, India, Rwanda, and throughout the United States.
 - *Lead, train, and manage a team of four employees, as well as 30 student leaders and 225 student participants
 - *Manage emergency protocol and risk-management compliance
 - *Manage, plan, and oversee complex travel and planning logistics
 - *Develop and foster long-term relationships with global and local community partners around the world in various countries
Education
 - *Design and facilitate leadership training curriculum and workshops.
 - *Manage and guide the application and selection process for student leaders and applicants, including developing timelines, managing online applications, reviewing applications, and facilitating interviews with the Advisory Board.
Budget Management and Administration
 - *Responsible for the fiscal management of the entire program's annual budget of over \$300k
 - *Manage the budgets of fifteen annual domestic and international delegations, university endowment, and travel grant program
 - *Write annual report on programming, development, data analysis, and demographics.
 - *Manage fundraising initiatives.
- Assistant Director, Kay Spiritual Life Center- American University 2007-2015
Program Development
 - *Design, plan, and implement campus wide co-curricular programs, art & cultural exhibits, and lectures concerning social justice, international affairs, religion, human rights, diversity, and intercultural education.
 - *Led charge to write, integrate, and assess learning goals into center's curriculum.
 - *Developed and implemented a first-year orientation program familiarizing students with campus culture and using Washington, DC as the classroom.

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*Plan and execute high-profile events with local embassies, government agencies, and educational institutions on current global events such as political changes in Latin America, democracy in Southeast Asia, and US foreign policy.

*Host meetings and dialogues with international visitors on educational exchanges including scholars, students, university, and government delegations and present on intercultural relations in the United States and at American University.

Administration

*Responsible for the fiscal management of the Center's entire budget and two endowments, as well as annual reporting on demographics and goal setting.

*Manage fundraising initiatives and major donor development of alumni and donors through direct mail, personal solicitation, and special events.

*Provide administrative oversight in the development and integration of student learning outcomes and assessment in all programs.

*Manage 25 contributing chaplaincy staff and select, train, and supervise 9 student staff members each semester providing specific direction on program management and special event execution.

*Direct Center's event management using 25Live scheduling software, resulting in over 1800 events in the 2013-2014 academic year.

*Manage the application process and administration of the Center's sixteen half-tuition remission scholarships in concert with the Office of Financial Aid and Admissions.

*Collect information and provide relevant data for university reports and publications such as the Annual Report, Clery Report, Student Handbook, and university recruitment and orientation materials.

*Created, maintained and distributed information resources and promotional publications, including office website, bi-annual newsletter, printed materials, and social media such as Facebook, Instagram, and Twitter.

• Staff Advisor and Board Member, Alternative Break -American University 2005-2010

*Managed and advised four international delegations of students on a short-term international exchange program in Northern Ireland and along the Thailand-Burma border focusing on sustainable peacebuilding and the Burmese democracy movement, respectively.

*Negotiated with international service providers and vendors.

*Collaborated with international educational institutions, government agencies, and local non-governmental organizations to provide students with an opportunity to engage with issues from varied perspectives.

*Facilitated comprehensive orientation and re-entry programs on intercultural communication, cultural competencies, health, safety, and financial matters.

*Facilitated discussion sessions on international politics and presented a workshop session on qualitative research methods for undergraduate students.

*Review and administer need-based scholarship applications for students participating in the program.

• Operations Administrator-Office of Campus Life, American University 2004- 2007

*Established protocol for special events involving foreign dignitaries, politicians, and cultural leaders.

*Schedule, plan, and execute special events for five colleges, the Office of the Provost, Special Events, Admissions, and the Office of Campus Life.

*Provided leadership in evaluating the scheduling priorities and event planning systems on campus.

*Issued Responded to rental inquiries, scheduled events, and issued contracts for on-campus and local organizations.

*Spearheaded the overhaul of a broken donation recordkeeping process by creating a donor database and recognition program.

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- Corporate Specialist-CT Corporation System 2003- 2004
*Performed corporate paralegal activities including the review of statutory business filing procedures and execution of corporate legal transactions requiring frequent interaction with government agencies.
*Effectively managed complex mergers, acquisitions, and due diligence projects for Fortune 500 companies.

EDUCATION

Master of Arts in International Affairs August 2008
American University, Washington DC

Bachelor of Arts, *cum laude* May 2002
American University, Washington DC
International Studies and Women's and Gender Studies
Certificate in Women, Policy, & Political Leadership, Women & Politics Institute

PRESENTATIONS

- "Going Global: Student Leadership and Service Learning through International Alternative Breaks" NASPA Region II Conference, June 2016
- "Developing and Sustaining Global Partnerships through Alternative Breaks" Break Away, October 2015
- "Reflection as Revolution: The Role of Reflection in Sustained Social Change" American University, July 2015

UNIVERSITY LEADERSHIP EXPERIENCE

- International Education Region II Representative- National Association of Student Personnel Administrators
- Sexual Assault Working Group-Responsible for designing the Sexual Assault response and advocacy system on campus.
- Designed and implemented an award-winning bystander intervention education campaign, *StepUp! AU* through the Bystander Intervention Working Group.
- Staff Council Co-Chair 2008-2009
- "AU Connections"- Mentor for students who have violated the Student Code of Conduct and require additional guidance on healthy decision-making and goal setting.
- College of Arts and Sciences LEAD Mentor- Mentor for second-year student in an intensive leadership and ethics program, provide guidance around course of study and career choices
- Office of Campus Life Professional Development Committee- Designed and hosted brown-bags, trainings, and retreats for university staff on current issues in higher education and student affairs.
- Critical Issues Coordinating Committee- Collaborate with colleagues across the University to develop protocol and responses to major issues affecting students such as mental health, physical well-being, and holistic wellness.
- Women's History Month Steering Committee- Plan a variety of lectures, discussions, dialogues, and events to raise awareness about Women's History.
- Intercultural Cluster- Work with departments within the Office of Campus Life to ensure quality cross-cultural programs.
- Dining Services Committee-Ensure that dining options on campus are inclusive of religious and cultural dietary needs.
- Served on high-profile University hiring committees for the Assistant Vice President and Dean of Students, Student Activities Assistant Director, the Women's and Gender Equity Coordinator, and the Employee Relations Manager.
- Staff Personnel Review Board- Hearing Panel for Human Resources' Appeals.

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TECHNOLOGY AND LANGUAGE SKILLS

- French, basic to intermediate speaking and proficient in reading
- CommonSpot web design
- Microsoft Office (Word, Excel, PowerPoint, Publisher)
- Datatel
- 25Live Scheduling Software

CERTIFICATIONS, EXPERIENCE, AND COMMUNITY INVOLVEMENT

- Notary Public, District of Columbia
- First Aid and CPR Certified, American Red Cross 2013
- Experienced international traveler that has visited over sixteen countries on three continents
- Volunteer for the Fairfax County Turning Point Suffragist Memorial
- Volunteer for US Campaign for Burma, raising funds for and awareness about the situation of Burmese refugees
- Volunteer and Canvasser for various Get out the Vote efforts on local, state, and presidential campaigns.
- Organizer of several collection drives for recently resettled refugee families from Democratic Republic of Congo, Syria, and Burma
- Host family for an international student from Honduras