

**HELENA LUCAS SANTOS**

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Halifax, Mass. 02338  
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**EDUCATION**

Doctor of Education, Higher Education Administration, *University of Massachusetts, Boston*, Boston, Mass. anticipated completion 2001.  
Fulbright Hays, Group Project in India, Summer 1990.  
Master of Education in Bilingual, Cross-Cultural Counseling, *Boston University*, Boston, Mass. 1982.  
Bachelor of Arts, Major in Portuguese, Minor in Spanish, Minor in Bilingual/Bicultural Education, *University of Massachusetts, Amherst*, Amherst, Mass. 1977.  
Curso Complementar, *Universidade de Lisboa*, Lisbon, Portugal, Summer 1975.

**PROFESSIONAL DEVELOPMENT**

Management Institute for Women in Higher Education, HERS, New England, Wellesley College, Wellesley, Mass. 1996-1997

**EMPLOYMENT HISTORY**

**BRIDGEWATER STATE COLLEGE**

Bridgewater, Mass. (8/86-present)

**Assistant Director, Academic Advising**

(8/89-present)

- \*Assist in effectively managing a comprehensive academic advising center providing assigned advisors and centralized tutorial services to approximately 1500 freshman and undeclared upperclassman students, as well as a variety of services to the entire undergraduate and graduate student body on an as needed basis.
- \*Coordinate all aspects of the FS100 Freshman Skills: Intrusive Advising course, including student placement, curriculum development, staffing, teaching, and program evaluation for separate sections of traditional, non-traditional and low scholarship students.
- \*Coordinate developmental skills program including assignment of students, evaluation of various components, research and program development, and serve as liaison between FS100 Freshman Skills:Advising, FS101 Freshman Skills:Writing, FS102 Freshman Skills:Math, LE101 and LE102 English as a Second Language and the Advising Center staff.
- \*Develop, staff and present various workshops on such topics as time management, study skills, and career/major decision-making.
- \*Recruit, interview, train and supervise graduate interns and undergraduate peer advisors assigned to the Center.
- \*Advise undeclared students and incoming international students.
- \*Serve as a liaison between various departments and campus-wide committees such as Students with Learning Disabilities Group, Career Planning and Placement Office,

Orientation Steering Committee, Freshman Year Experience Committee, Counseling Center, and Progress/Outreach Program.

- \*Assist with freshman separation appeal conferences and the implementation of probation conditions for these students.
- \*Plan and present various sessions of the Registration/Orientation Program to students, parents and faculty.
- \*Organize an annual recognition program for freshman Dean's List students.

**Staff Assistant, Academic Advising** (8/86-8/89)

- \*Provided academic advising to approximate 300 undeclared majors.
- \*Developed and presented academic skills workshops.
- \*Redesigned curriculum and taught up to seven sections of FS100 Freshman Skills: Intrusive Advising class.
- \*Assisted in student orientation leader selection and training.
- \*Implemented a newly structured peer advising program and continued to re-evaluate and redesign the program.

**Graduate Student Advisor** (9/90-9/96)

- \*Advise graduate students in the Master of Education in Counseling Program.

**Graduate School Instructor** (Fall 1990)

- \*Taught graduate level course, GC560 Special Topics: Cross-Cultural Counseling.

**HUDSON PUBLIC SCHOOLS** Hudson, Mass. (9/77-9/86)

**Guidance Counselor**, Hudson High School. (9/85-9/86)

**Title VII, Lau Coordinator**, part-time administrative position, Hudson Schools. (6/82-8/86)

**Bilingual Guidance Counselor and Teacher**, Transitional Bilingual Education Program, J.F.K. Middle School. (9/82-6/85)

**Teacher**, English as a Second Language, and Portuguese Language, gr. 9-12. (9/77-6/82)

English as a Second Language, Adult Evening Program. (9/79-6/80)

**Ethnic Heritage Specialist**, "Focus on the Family" an Ethnic Heritage Project. (6/79-6/80)

**ADDITIONAL EXPERIENCE**

Appointed to Task Force on Student College Level Skills Program.

Appointed to Task Force on First Year Experience.

Appointed to Task Force on Student Leadership and Recognition.

Campus Coordinator for McNair Scholars Program.

Appointed to Dean of Arts and Sciences Search Committee.

Appointed to the President's Council on Diversity.

Member of the Campus Climate Action Group. Co-chair, planning subcommittee for Empowerment Workshop.

Member and former Co-Chairperson of the Multicultural Awareness Group.

Member of various selection committees for student recognition programs including Who's

Who among American Universities and Colleges, African-American Society

Outstanding Freshman Award.

Former member of the Massachusetts State Advisory Council on Bilingual Education to the State Board of Education.

Former member of Board of Directors for HIRS, Health Information and Referral Service, Marlboro, Mass.

Contributing author to Activities Workbook for Linguistic Minorities, Teresa Nazario, editor, and Resource Directory of Bilingual Services in the Massachusetts Area, Dr. Patricia Arredondo, Project Director, Title VII, Boston University Press, 1983.

Employed as summer youth counselor, Summer Youth Employment Program, Marlboro CETA, Marlboro, Mass.

Taught adult literacy, Center for Adult Learning, Somerville, Mass.

### **PROFESSIONAL AFFILIATIONS**

Association of Professional Administrators of the Massachusetts State College System (APA)

Massachusetts Teachers Association (MTA)

Massachusetts Women in Public Higher Education (MWPHE) (campus coordinator, '95-'96, executive board member, '96-'97)

National Academic Advising Association (NACADA)

National Education Association (NEA)