

STEPHANIE RICHARDS, M.S. Ed.

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EDUCATION

LONG ISLAND UNIVERSITY, Purchase, NY

Master of Education in School Counseling, January 2012

SUNY PURCHASE COLLEGE, Purchase, NY

Bachelor Degree: Media, Society, and the Arts, August 2009

SUNY WESTCHESTER COMMUNITY COLLEGE, Valhalla, NY

Associate Degree: Liberal Studies (Humanities), May 2007

PROFESSIONAL EXPERIENCE

Mercy College, Yorktown Heights, NY

Transfer Team Assistant Director, Student Services Support Center, May 2016 – Present

Assist in managing workflow, training, and performance reviews of transfer counselors within department. Create, update, and maintain degree evaluations in Degree Works system as per catalog updates. Review admissions decisions for all transfer students on an ongoing basis. Train new employees in transfer credit articulation, financial aid basics, transfer policies and procedures, and other administrative duties within department. Serve as the point of contact for all transfer credit related questions with academic advising staff. Work with staff to ensure complete admissions applications. Participate in admissions events as required. Assist Associate Director as needed. Assisted with articulation database, import of records, and processing of recording during the College of New Rochelle teach out through Mercy College.

SSSC Counselor, March 2015 – May 2016

Assist in the processing of daily activities of the Student Services Support Center. Follow up with applicants to ensure complete admissions applications. Process student applications, transcripts, and other admissions documents. Enter prospective student data into Talisma as needed. Meet with potential transfer students to discuss their opportunities at Mercy College.

Living Resources, Mohegan Lake, NY

Direct Service Provider, December 2014 – March 2016

Assist developmentally disabled adults with activities of daily living.

Forever Families Through Adoption, Inc., Rye Brook, NY

Adoption Counselor, August 2014 – December 2014

Counseled birth parents and adoptive parents. Maintained client records and request updates as required. Coordinated parent training, conducted home visits, and assisted in community outreach activities.

The Center for Drug & Alcohol Resources, Hackensack, NJ

Garfield Prevention Coalition Coordinator, December 2013 – August 2014

Designed and disseminated promotional collateral and created new member packets. Spoke at school assemblies, managed email list and social media presence, and facilitated monthly meetings. Recruited new members and volunteers and trained youths to implement prevention initiatives. Trained high school students to be peer mentors. Trained members on the Strategic Prevention Framework.