

CASSANDRA R. SCELSI

Tampa, FL • 813.748.1637 • scelsic2@gmail.com

ASSOCIATE DIRECTOR

Student Accessibility Services at the University of South Florida

2017 – 2023

- Oversaw operations of the accommodated testing center which administers an average of 7,500 exams per calendar year.
- Effectively collaborated across academic departments and colleges to ensure implementation of exam accommodations and adherence to academic integrity.
- Developed all testing center procedures and maintained all procedural documents.
- Developed and maintained the online training course for testing center proctors, inclusive of over 50 hours of content.
- Maintained a caseload of 250 college students with complex psychological disabilities and/or multiple chronic medical conditions.
- Demonstrated ability to lead a team of 3 full-time staff and 20 part-time staff to achieve daily, weekly, and semester goals.

COORDINATOR

Student Accessibility Services at the University of South Florida

2012 – 2017

- Managed caseload of over 350 college students with documented learning disabilities and/or mental health diagnoses.
- Reviewed medical documentation and psycho-educational assessments to determine eligibility for reasonable academic accommodations.
- Met with students individually to reinforce critical skills such as disability management, self- advocacy, time management, and test-taking and study skills.
- Problem solved with faculty and staff regarding accommodation implementation.
- Facilitated the Workforce Recruitment Program to increase employment of persons with disabilities in the federal workforce.
- Created a casework training manual used by all new Coordinators.

EXAM COORDINATOR

Student Accessibility Services at the University of South Florida

2011 - 2012

- Effectively communicated with students, faculty, and staff to maintain academic integrity and to ensure students received reasonable accommodations for university exams.
- Based on student, faculty, and staff feedback, adapted existing exam administration procedures to increase consistency in testing center practices and communications.
- Prepared end-of-semester exam reports to identify areas for improvement and to establish goals for each subsequent semester.
- Managed schedule of over 3,000 university exams per calendar year.
- Supervised 10 part-time staff and interns.

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EXAM PROCTOR

Student Accessibility Services at the University of South Florida

2009 - 2010

- Maintained calendars and records to ensure students received reasonable accommodations for university exams.
- Proctored exams and handled testing materials to ensure student confidentiality and to maintain academic integrity.
- Converted class materials into electronic formats for students requiring assistive technology.

MASTER OF ARTS IN COUNSELOR EDUCATION

University of South Florida

BACHELOR OF ARTS IN PSYCHOLOGY

University of Tampa