

VITA

McCormack, E. Kathy
Admissions Officer

Academic Degrees

2014 M.B.A. Southern Nazarene University
2012 B.S. Southern Nazarene University, Cum Laude
2011 A.S. Oklahoma State University, Registrar's Honor Roll
1992 A.A.S. Oklahoma State University, Registrar's Honor Roll

Professional Experience

2013-Present Admissions Officer, College of the Muscogee Nation, Okmulgee, Ok
2009-2013 Admissions, College of the Muscogee Nation, Okmulgee, Ok
2008-2009 Case Worker, District Attorney CSO, Okmulgee, Ok
2002-2008 Office Manager, Summit C. Academy, Broken Arrow, Ok
1994-2002 Process Engineer, Corporate Express, Tulsa, Ok

Collegiate Assignments

Executive Leadership Team
Accreditation Steering Committee Member
Chair - Accreditation Criterion Two
Co-Curricular Assessment Committee
Strategic Planning Committee
Chair - Non-Academic Review Committee
Institutional Consideration Committee
Appeal Committee
Achieve the Dream Committee
Graduation Committee
Publication Committee
Advisement Assessment Committee
Bridge Camp Planning Committee
Ad-Hoc Committee's
COVID-Task Team
Veteran Affairs School Certifying Official
Accuplacer Test Administrator
Student Affairs for Tribal Colleges

Continuing Education

Leadership and Change Management, Kotter International
Leadership Development, College of the Muscogee Nation
The Formula for Management: Observations & Communication, Muscogee Nation
Administrator Retreat: Resourceful Manager's Guide to Leadership, College of the Muscogee Nation
How to be an Assertive Manager, Pryor Learning
Counseling, Conflict Resolution, & Disciplinary Action, College of the Muscogee Nation
Ethics Training, Muscogee Nation
How to Build a Better Team, Keye Productivity Center
Winning at Work empowering employees to thrive, Center Relationship Enrichment, Pryor Learning
Skills of Negotiation, Keye Productivity Center
Mvskoke History Course, Muscogee Nation
Title IX Training for Campus Professionals, College of the Muscogee Nation
US Department of Veterans Affairs, Educational Assistance Act

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Family Education Rights & Privacy Act, OSU
National Incident Management System, Federal Emergency Management Agency (FEMA)
Sexual Harassment Awareness, Pryor Learning
Suicide Prevention & Response, Connect Training Professionals
American Red Cross Adult and Pediatric First Aid / CPR/ AED Certification
Active Shooter Training for Campus Professionals, College of the Muscogee Nation
Jeanne Clery Act Training for Campus Professionals, College of the Muscogee Nation
Mental Health & First Aid, National Council for Behavioral Health, Muscogee Nation
Grant Writing Course, College of the Muscogee Nation
Oklahoma Self-Defense Act, Muscogee Nation
Strategies in Technology, Microsoft product series, Computer Learning Center
Business Writing, Pryor Learning

Presentations

Leadership Development, Customer Service, College of the Muscogee Nation
Mvskoke Youth, Tribal College Enrollment for College of the Muscogee Nation
Co-Curricular Customer Service Skills, for the work-study program for College of the Muscogee Nation
Enrollment Management Presentations for College of the Muscogee Nation events

Affiliations

American Association of Collegiate Registrars & Admissions Officers
Oklahoma Association of Collegiate Registrars & Admissions Officers
Delta Mu Delta International Honor Society in Business

Honors

Distinguished Achievement Award, SNU
Muscogee Nation Higher Education Scholarship Award
Martha Tarpalechee Foundation Scholarship, MCN