

Smita S. Ruzicka

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EDUCATION

Ph.D. Higher Education Administration

May 2011

The University of Texas at Austin, Austin, TX

Dissertation: "Desi Women on the Forty Acres: Exploring Intergenerational Issues and Identity Development of South Asian American College Students"

M.A. Professional Counseling

May 2001

Texas State University, San Marcos, TX

Thesis: "Women in Interracial Relationships: A Qualitative Exploration of Relationship Intimacy"

B.A. Psychology and English

May 1998

Trinity University, San Antonio, TX

Minor: Theater and Voice Performance

TEACHING AND RESEARCH INTERESTS

South Asian American college students and identity development

Asian American college students and identity development

Social Justice education and Ally identity development

Intersections of race, gender and LGBTQ identities

Educational Equity and Access

Social Identity Intersections

Postcolonial Feminism

Intergroup Dialogue

HIGHER EDUCATION ADMINISTRATION EXPERIENCE

Leadership and Ethics Institute

The Office of the Dean of Students, The University of Texas at Austin

Assistant Dean of Students

January 2013-Present

The University of Texas Leadership and Ethics Institute

The Office of the Dean of Students, The University of Texas at Austin, Austin, TX

- Oversee the Leadership and Ethics Institute for The Office of the Dean of Students by providing a vision for the area, coordinating of programs, managing a budget of approximately \$120,000 and all staffing issues
- Oversee the creation of new programs and initiatives such as first-year leadership programs as well as the launch of HornsLink, an online student engagement portal for students and organizations and the Burnt Orange Society, a pathway to student co-curricular engagement and involvement
- Supervise the recruitment, selection and training of three Peer leadership teams consisting of approximately 80 students in various leadership roles ranging from peer mentors to peer leadership educators

- Report to the Senior Associate Vice President and Dean of Students for the University. Direct reports include a staff ranging from 5-7 fulltime professionals, 2-4 graduate assistants, and undergraduate student assistants
- Coordinate and provide oversight over all aspects of the various programs and initiatives within the Institute available to all students on a campus of approximately 50,000 students
- Collaborate with College of Undergraduate Studies and the Office of the Senior Vice Provost for enrollment management on initiatives for first-year students and assist with campus-wide efforts to increase the institution's four year graduation rate
- Coordinate the Cultural Immersion Program for the Office of the Dean of Students which include planning and executing trips to China and other countries offered to UT students, faculty and staff
- Participate in strategic planning and organization efforts for the Office of the Dean of Students as a member of the Management team
- Serve as the Dean of Students emergency backup team member responding to crisis and emergency calls during and after business hours
- Serve as a member of the Hazing investigation team conducted by the Office of the Dean of Students
- Provide workshops and trainings on various leadership development topics to students, staff and faculty
- **Institutional Involvement**
 - Appointed by the Vice President of Student Affairs to serve on the True Colors® Staff development steering committee responsible for training facilitation of True Colors® to over 800 division staff members
 - Appointed by the Senior Executive Vice Provost to serve on the Provost's Council on Student Advocacy to examine issues related to four year graduation rates and student experiences in college
 - Appointed by the Vice President of Student Affairs to serve on the Advisory Council for the University Leadership Network (ULN) an innovative new scholarship program designed to help student develop leadership skills as well as succeed academically
 - Chaired the taskforce on faculty recruitment and retention for the Asian/Asian American Faculty Staff Association (AAAFSA) to work with the administration on increasing the numbers of Asian American tenure-track faculty members at the University
- **Selected Achievements**
 - Led the efforts to research, implement, market and launch HornsLink (adapted from Collegiate Link) in 2013, an online student engagement and organization management portal to help students get connected to campus activities and experiences.
 - Provided leadership in the creation of the Burnt Orange Society curriculum, which provides a pathway for intentional and individualized student engagement
 - Increased number of students served by the Leadership and Ethics Institute (LEI) from less than 500 students in 2011 to over 5000 students in 2014
 - Increased the number and types of trainings and workshops offered by LEI from less than 30 workshops per year to over 100 workshops per year

Associate Director

May 12-Jan 2013

- Oversee the Leadership and Ethics Institute for The Office of the Dean of Students by providing a vision for the area, coordinating of programs, budget management and staffing issues

- Oversee the creation of the First Year Achievement Initiative, a program designed to provide progressive and multi –tiered mentoring to prospective students and family, which continues as the students transition to the campus.
- Supervise full time staff, graduate assistants, and undergraduate student workers and oversee their recruitment, training and supervision.
- Oversee new projects for the area including a centralized database for leadership opportunities as well as a leadership blog
- Oversee the Intergroup Dialogue Program at the University by teaching classes, acting as a liaison between the area and the Educational Psychology department, and training peer facilitators to lead the Intergroup Dialogue class
- Serve as a facilitator at the annual CHANGE Institute: Transforming Self and Community retreat for students at UT Austin
- Provide workshops and trainings on various leadership development topics to students, staff and faculty
- Serve as the Dean of Student emergency backup team member responding to crisis calls after hours

**Greek, Leadership and Intercultural Education,
The Office of the Dean of Students, The University of Texas at Austin**

Associate Director

Aug 08- May 12

- Provide supervisory support to the Assistant Dean for the area including supervising two full-time staff members and two graduate assistants
- Oversee the Leadership and Ethics Institute for The Office of the Dean of Students by providing a vision for the area, coordinating of programs, budget management and staffing issues
- Coordinate the Intercultural Education program for The Office of the Dean of Students by providing leadership and vision for the program and coordinating training programs for staff and students as well as overseeing the administrative aspects of the program
- Oversee the Intergroup Dialogue Program at the University by teaching classes, acting as a liaison between the area and the Educational Psychology department, and training peer facilitators to lead the Intergroup Dialogue class
- Coordinate and facilitate the annual CHANGE Institute: Transforming Self and Community retreat for students at UT Austin
- Provide trainings and workshops on diversity and social justice related issues to staff members in The Office of the Dean of Students and the Division of Student Affairs
- Facilitate trainings and workshops on diversity and social justice related issues to students in various organizations including Greek-letter organizations, academic organizations, and student government
- Responsible for the recruitment, training and supervision of graduate assistants for the area
- Coordinate the Affiliate program for the area which supports new Greek-letter organizations
- Contribute as a member of the Emergency Duty team and respond to student crises and emergencies on an on-call basis
- Participate in hazing investigations of student organizations as part of the Dean of Students Investigations team
- Serve as the chair for the Dean's Diversity Initiative Committee and implement professional development initiatives for staff members.

- Oversee publications and other publicity related resources for the area including website and social media resources

Gender and Sexuality Center Advisory Working Group, The University of Texas at Austin

Member

June 08 – May 12

- Assist with the Center's strategic plan
- Assist with outreach and marketing efforts by educating the University community about the Center's services, programs, and resources
- Mentor first year students who are affiliated with the Center and assist in their transition to the University.
- Collaborate on joint initiatives between the Center and the Office of the Dean of Students including the Women's programming alliance, Feminist Action Project, and Ally training program.
- Spring 2011 Lavender Graduation Co-chair: Responsible for the marketing, publicity, event planning and logistics related to the Annual Lavender Graduation ceremony that honors and celebrates LGBTQ students and allies.

TEACHING EXPERIENCE

EDP 369K – Training Processes in Intergroup Dialogue, Educational Psychology Department, The University of Texas at Austin, Austin, TX

Instructor

Jan 2009 - Present

- Co-instructed undergraduate class that met weekly for three hours
- Responsible for grading assignments, planning class curriculum, and creating learning outcomes
- Lead efforts at curriculum development and revisions

EDP 469K – Practicum in Facilitating Intergroup Dialogue, Educational Psychology Department, The University of Texas at Austin, Austin, TX

Instructor

Aug 08 – Present

- Supervised student peer facilitators as they instructed and facilitated EDP 210 – Intergroup Dialogue.
- Met weekly with peer facilitators to plan agenda for dialogue session
- Observed peer facilitators in class and provided them feedback about their facilitation skills
- Responsible for grading assignments, planning practicum curriculum, and creating learning outcomes for peer facilitators

Intercultural Education Staff Training, The Office of the Dean of Students, The University of Texas at Austin, Austin, TX

Instructor

Aug 08- Present

- Facilitated a 14-week long training offered to staff members in the Division of Student Affairs on intercultural education
Lead efforts at curriculum development and revisions as well as the creation of learning outcomes

**EDA 383 – Intergroup Dialogue, Educational Administration Department,
The University of Texas at Austin, Austin, TX**

Instructor

Jan 11- May 11

- Co-instructed the first graduate level Intergroup Dialogue class offered through the Intergroup Dialogue program
- Responsible for grading assignments, planning class curriculum, and creating learning outcomes

**EDA 383 – Examining Campus Cultures, Educational Administration
Department, The University of Texas at Austin, Austin, TX**

Teaching Assistant

Aug 09 - Dec 09,

Aug 10 - Dec 10

- Assisted course faculty member in planning the course curriculum, assignments and other experiential activities during the course.
- Assisted in grading all class assignments
- Consulted with students regarding their assignments including their final papers and presentations

OTHER RELEVANT PROFESSIONAL EXPERIENCE

Smita Ruzicka Counseling and Consulting Services, Austin, TX

Owner

April 05- Present

- Serve as a diversity and organizational consultant for companies and organizations and providing a number of presentations and consultation sessions.
- Provide career and general counseling services to individual and couples. Specializing in working with South Asian and South Asian American clients, Asian and Asian American clients, and LGBTQ clients
- Administer and conduct interpretation for career tests
- Provide clinical supervision to LPC-Interns for fulfillment of their required intern hours.
- Facilitate teambuilding and consultations to organizations around diversity and career development topics, including St. Edward's University, Toppan Photomask and AMD
- Consult with organizations and companies regarding their diversity and inclusion efforts.

YWCA of Greater Austin, Austin, TX

Board Member

Sept 03- May 08

- Responsible for promoting the mission of the YWCA through fundraising, and awareness building in the community.
- Represented the YWCA at the regional, national, and world level
- Represented the YWCA of USA during the 2007 World YWCA conference
- Ensured that clinical policies for the agency are current and updates

UNIVERSITY AND DEPARTMENT SERVICE

- *Member* – 360 Communities, Convened by the Vice Provost, The University of Texas at Austin, Aug 12-present
- *Chair* – Taskforce on Asian American Faculty and Staff representation, Asian/Asian American Faculty Staff Association, The University of Texas at Austin, May 12 - present
- *Co-chair* – Diversity Initiative Committee, The Office of the Dean of Students, The University of Texas at Austin, Aug 08-June 12
- *Member* – *Graduate Assistant Development Committee*, The Office of the Dean of Students, The University of Texas at Austin, Aug 09-May 12
- *Member* – Communication Team, The Office of the Dean of Students, The University of Texas at Austin, Aug 08-Present
- *Member* – Emergency Duty team, The Office of the Dean of Students, The University of Texas at Austin, Aug 08-Present
- *Member* – Student Affairs Strategic Workgroups 1-3, The University of Texas at Austin, Sept 05-May 06, Sept 06-May 07, Sept 10 – May 11
- *Member* –ADA Accessibility Committee, The University of Texas at Austin, Aug 08-Present
- *Diversity Education Institute Affiliate* – The University of Texas at Austin, Sept 08 – Present
- *Staff Co-Chair* - Asian/Asian American Faculty & Staff Association, The University of Texas at Austin, Jan 06- May 08

CREDENTIALS AND CERTIFICATIONS

- Licensed Professional Counselor (LPC) – State of Texas
- Approved Supervisor for Counseling Interns (LPC-S) – State of Texas
- Certification in Myers-Briggs and Birkman Assessments