

AMANDA L. ASQUITH-CAYA, M.A., M.S.

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CAREER EDUCATION & LEADERSHIP EXPERIENCE

UC Santa Barbara (UCSB) Bren School of Environmental Science & Management

Santa Barbara, CA

Director, Career Development & Program Services

December 2023-Present

- Co-manage the Career Development unit through day-to-day support, development of the yearly budget, planning of quarterly events schedule, administration of career exit survey
- Develop processes for streamlining & updating operations through evaluating new platforms, reviewing procedures, and implementing new protocols
- Co-supervise unit staff through weekly 1:1 working and brainstorming meetings, partnering on performance evaluations, and performing equity reviews

CSU Long Beach Career Development Center

Long Beach, CA

Assistant Director, Employer Engagement

January 2022-December 2023

- Led a team of 4 in all aspects of employer engagement & relations, from career fairs, to info sessions to OCI
- Oversaw & grew the Career Development Center Partner Program from 4 partners to 12 over the course of 2 years
- Ensured smooth operations & procedures for all programs & services through day-to-day oversight & developing effective guidelines & practices
- Executed yearly team DEI initiative through effective planning, collaboration, and development of yearly project
- Reviewed hiring survey data & make informed decisions for the academic year through leading the Employer Survey
- Outreached, connected & educated employers on equitable & best hiring practices through meetings & Recruitment Orientations

CSU Channel Islands (CI) Career Development & Alumni Engagement

Camarillo, CA

Coordinator of Employer Relations

February 2021-Present

- Oversaw all employer relations and employer engagement work for the department including all recruitment activities & then partner & share with staff & faculty to best successfully serve students
- Led the Career Development & Industry Partnership Committee as part of the Alumni & Friends Association
- Developed & updated employer outreach strategy to meet the needs of our students, alumni, employers and community
- Hosted & marketed large-scale recruiting events, for employers to meet with potential talent and fill their recruiting needs
- Manage a large budget to ensure event success and track cash-flow into the department through spreadsheet tracking & Cashnet software; also used Raiser's Edge & PeopleGrove platforms

UC Santa Barbara Career Services

Santa Barbara, CA

Internship & Experience Manager

May 2019-February 2021

- Led the Experiential Education Group, consisting of academic partners from across campus, to host workshops & events for students & staff, such as the Internships 101 workshop series & the Summer Internship Forum
- Managed every aspect of the annual Internship Scholarship Program & provided guidance to the Graduate Career Counselor in the development of the Graduate Internship Fellowship Program
- Developed & manage the Gaucho Job Shadow Program, connecting 40+ lowerclassmen with employers & alumni from across the state to enhance career exploration and development
- Advised campus departments & off-campus employers planning to develop or enhance successful internship programs
- Wrote copy for both the yearly Career Manual & the new Career Services website aimed at undergrads, graduates & employers that discussed internships & experiential learning

Interim Associate Director, Employer Services

July 2019-October 2019; February 2017-June 2017

- Directed the Employer Services team, cultivating a positive team-oriented environment
- Supervised 5 employees through weekly check-ins, team meetings, and time card approvals (2019)
- Created relationships with new employers in a variety of fields who wanted to recruit both undergrad & graduate students while also strengthening existing connections

- Oversaw all employer relations operations of the department from the quarterly career fair to information sessions to job postings and created a smooth transition in leadership for employees and employers
- Contributed to employer relations expertise and viewpoints at weekly department leadership meetings

Career Counselor & Student Experience Coordinator

January 2016-May 2019

- Provided 1:1 Career Counseling to both undergrad & graduate students from a variety of majors on topics ranging from resume assistance to networking skills
- Oversaw internships and other experiential learning opportunities by managing appropriate resources for students, developing programs aimed at student outreach and education, serving as campus resource for staff and faculty
- Created the first ever Gaucho Career Advising Program, a 3-part professional development program for academic advisors to learn career advising skills to better assist them in their work with students
- Served as a Career Practicum intern supervisor, where guided graduate interns in their knowledge of the profession

ADDITIONAL HIGHER EDUCATION EXPERIENCE

University of California, Berkeley

Berkeley, CA

Temporary Academic Advisor, Fall Program for Freshmen

August 2015-December 2015

- Advised a caseload of 300 first semester freshmen students regarding program requirements, degree requirements, and campus & university policies to assist them with choosing an appropriate classes
- Coached students one-on-one concerning study skills based on discussions about academic performance, and recommend resources to best assist them with their coursework
- Developed and presented the first-ever Study Success Strategies workshop geared specifically towards program students
- Communicated with students during in person drop-in hours and scheduled appointments and through email on topics ranging from changing grading options to changing colleges and recommend appropriate courses of action

University of California, Los Angeles (UCLA)

Los Angeles, CA

Career Counseling Intern

September 2014-June 2015

- Provided one-on-one career counseling for undergraduate and graduate students from diverse backgrounds by utilizing effective interpersonal skills to help them make informed choices
- Developed and delivered workshops and presentations on topics related to career development and career center services for audiences of 10 to 100+ using excellent public speaking skills to communicate with the audience
- Assisted with the planning and implementation of career center programs and events, like the Alumni Career Forum and Graduate Social Science and Humanities Jumpstart through collaborating effectively with a diverse team of staff
- Identified programming needs of undergraduate students by providing an assessment, evaluating it for desired programs, and then developing and presenting a workshop based on this need

California State University Channel Islands,

Camarillo, CA

Academic Advising Graduate Intern

August 2014-December, 2014

- Provided academic advising to 40+ students one-on-one from over 26 majors concerning major requirements, course selection and university policies and procedures by utilizing effective counseling techniques
- Developed idea to encourage campus collaboration between academic advising and career services by co-creating and implementing an academic major and career option workshop to assist students who were undeclared
- Planned, developed and led 6 group academic success workshops concerning campus resources, study skills, and decision-making by creating effective PowerPoint presentations and utilizing appropriate handouts and worksheets
- Assisted with 3 Academic Probation workshops for students who were at-risk by discussing issues that could cause academic problems and through describing resources on campus that could help

Academic Advising Volunteer

June 2014-August 2014

- Identified newly admitted students enrolled below full-time by analyzing the academic records of 50+ incoming students and contacted them via telephone in order to provide assistance with enrollment for retention purposes
- Assisted advisors with 4 orientation workshops for freshman and transfer students provided by the department by disseminating materials and answering course selection questions

California State University Channel Islands Career Development Services, Camarillo, CA

Graduate Career Volunteer

November 2013-May 2014

- Implemented improvements to the 6-module Graduate Student Bound program by redeveloping and redesigning the

workshop to better assist students in their graduate school exploration and planning process

- Updated the PowerPoints, study guides, and evaluation materials of 3 career development workshops on topics such as social media use by utilizing knowledge of student development theories to increase their functionality
- Participated in weekly staff meetings in order to gain experience with program management and collaboration
- Critiqued 50+ resumes and cover letters during drop-in hours using excellent interpersonal skills to help students maximize their skills and experiences for job and internship applications
- Conducted mock interviews to provide students with helpful feedback and advice on interview preparation strategies

TEACHING & EDUCATION EXPERIENCE

UCSB Summer Sessions, Freshman Summer Start Program

Santa Barbara, CA

Instructor, Career Development & Decision-Making

August – September 2017, 2018, 2020

- Teach incoming freshmen the fundamentals of the career development process
- Discuss topics such as major and career exploration, gaining relevant experience and resume writing
- Administer career assessments like the MBTI and Strong Interest Inventory to help students gain a better understanding of themselves
- Highlight important campus resources for student success through presentations and activities

CLU Graduate School of Education

Thousand Oaks, CA

Department of Learning and Teaching Graduate Assistant

September 2013-May 2015; January 2013-June 2013

- Maintained a cooperative working relationships with the department chair, faculty and staff to work on various projects for the department and individuals involving research and data collection
- Presented information regarding comparable graduate programs in an Excel spreadsheet and recommended program changes to the chair based on analyzing the available data
- Created and maintained a website and Facebook page for the Southern California Professional Development Schools consortium to provide publicity and outreach to members and potential members for the department chair

Brimmer and May School

Chestnut Hill, MA

Substitute Teacher

November 2010-March 2011

- Led educational class discussions among sixth to twelfth graders on topics ranging from history to French by employing excellent communication skills and by keeping abreast of the course curriculums
- Employed effective classroom management techniques and problem-solving skills to best engage and support the students in classroom activities while gaining a better understanding of group behavior
- Developed an understanding of the needs of high school & middle school students by helping them to develop their communication & problem-solving skills through the leading of class discussions & providing group work

After School Program Teacher

January 2011-March 2011

- Honed my pedagogical skills by educating middle school students through effectively answering any homework questions that they supplied
- Developed an understanding of the needs of high school and middle school students by helping them to develop their communication and problem-solving skills through effectively helping with class assignments

LECTURES & PRESENTATIONS

NASPA Western Regional Conference

Anaheim, CA

Presenter

November 2022

- Presented "The Challenge & Opportunity of Changing Your Job Through the Great Resignation," highlighting ways for student affairs professionals to approach their job and possibilities of changing positions during this economic shift

Mountain Pacific Association of Colleges and Employers Webinar Series

Remote

Co-Presenter

April 2020

- Presented "Creating Access – Internship Scholarship Programs" focusing on learning about how to develop an internship scholarship program or fund, sharing about the UC Santa Barbara scholarship programs that we oversee for both undergraduate and graduate students, and then provided ideas for how to develop a similar program on other campuses

National Career Development Association Global Conference

Phoenix, AZ

Co-Presenter

June 2018

- Presented "The Gaucho Career Advising Program: A Model for Integrating Academic Advising & Career Counseling"

Southern Association of Colleges and Employers Webinar Series

Co-Presenter

Remote

June 2017

- Presented “Creating Access for Experiential Learning: Launching an Internship Fund”

Sixth Annual Loyola University Chicago History Graduate Student Conference

Chicago, IL

Presenter

April 2010

- Presented independent research: “Women Break Out: The Portrayal of Female Martyrs in Jean Crespin’s Le Livre des Martyrs”

PROFESSIONAL DEVELOPMENT

- Mountain Pacific Association of Colleges and Employers (MPACE)
 - Regional Director, Pacific South Committee, MPACE July 2023-Present
 - Recipient, MPACE Most Valuable Person Award, 2022
 - Co-Chair, Programs Committee, MPACE Annual Conference 2022
 - Co-Chair, Entertainment Committee, MPACE Annual Conference 2018
- NASPA NUPF Mentor August 2022-May 2024
- CSU HR Leads Training February 2023 – May 2023
- NACE Principle of Ethics Committee September 2021-July 2021

EDUCATION

Master of Science Degree in Counselor Education, Emphasis in College Student Personnel

May 2015

California Lutheran University, Thousand Oaks, CA

- GPA: 4.0; Received “Exemplary” score on Comprehensive Exam

Master of Arts Degree in History

May 2010

Boston College, Chestnut Hill, MA

- GPA: 3.78; Comprehensive Exam Competencies: Early Modern Europe; History of Religion
- Graduate Student Association Representative for the Graduate History Alliance

Bachelor of Arts Degree in History

June 2006

UCLA

Honors: Cum laude; Dean’s List Winter & Spring 2006