

Thanh Minh Le, Ed.D.

EDUCATION

Doctor of Education, Educational Leadership

University of North Carolina at Charlotte – May 2019

Concentration: Higher Education

Dissertation: Validity of the 2013 NSSE Engagement Indicator Model for Persisting Transfer Students: A Confirmatory Factor Analysis Study

Master of Science, Engineering Management

University of North Carolina at Charlotte – May 2006

Concentration: Change Management

Master of Science, Electrical Engineering

University of North Carolina at Charlotte – May 2005

Concentration: Optical Science

Bachelor of Science, Electrical Engineering

University of North Carolina at Charlotte – May 2002

PROFESSIONAL EXPERIENCE

West Virginia University

Morgantown, West Virginia

7/2016-Present

West Virginia University is a public, flagship, land grant, tier one research university, and a member of the Big XII Conference with approximately 27,000 students.

Executive Director/Director, Student Engagement and Leadership

- Provide strategic leadership, vision, direction and support of the Student Engagement and Leadership department which is comprised of multiple functional units (Student Involvement, Inclusive Leadership Development, Intercultural Engagement, Center for Service Learning and Student Food Pantry).
- Provide oversight and administration of a budget of approximately \$745,000.
- Create strategic plan and provide resources to supports 500+ student organizations.
- Serve as the campus and contract administrator to our student organization management platform, WVUEngage (Anthology).
- Direct supervision of director for Center for Service and Learning, two (2) assistant directors, program coordinator, administrative support staff, operations manager, and three (3) graduate assistants.
- Provide support to the Student Government Association's (SGA) Bureau of Finance regarding student organizational funding processes.
- Serve as the primary advisor and create an advising support system to the Student Government Association (SGA) Executive Officers and Legislative Assembly (Senate).
- Create and develop a comprehensive strategic plan for leadership development programs (First-Year Leadership Academy, Women's Leadership Development Program, Multicultural Student Leadership Conference/Retreat, etc.).
- Collaborate with numerous offices across campus to design and implement new, or enhance existing programs, events, and other activities to engage students.

- Collaborate and assist with student organization related policy development with Mountainlair (Student Union) staff.
- Provide oversight of The Rack—WVU's food pantry for students & Snack Racks, which involves food distribution, fundraising, grant writing and procurement, food drives, and other related efforts.
- Responsible for establishing policies, standards, and regulations for student organizations to be recognized by West Virginia University.
- Develop and support several large-scale campus programs including Homecoming, Days of Service, spirit building events and the Student LOT (Alcohol-Free student tailgate).
- Develop, implement, and evaluate student organization and advisor resources and services.
- Develop and implement SOLD (Student Organization Leadership Development workshop series for student organizations and advisors.
- Provide overall management for student employee program, budget development, and program expansion.
- Serve as an appellate officer for the Office of Student Rights and Responsibilities (Student Conduct) and Title IX.
- Serve as an advisor for WVU student, faculty, and staff Title IX case hearings (complainant and respondent).
- Develop assessment tools to evaluate student development within core competencies and learning outcomes.
- Teach two (2) sections of WVUE 293E, RISE University Mentoring Course. This course was developed to encourage campus and community connections for freshmen, sophomores, and transfer students beyond their first-year seminar and further assist with the continued transition to college.
- Teach one (1) section of LDR 401, Leadership in Action. This course serves as the capstone class for the Leadership Studies offered within the Department of Leadership studies.
- Teach one (1) section of HONR 293/DSGN 293, Diversity and Inclusive Leadership. This course was cross listed with the Honors College and the School of Design and Community Development.
- Assist with the CARE Team with student wellness checks during the COVID-19 pandemic.

Interim Director, Office of Fraternity and Sorority Life

10/2016-12/2017

- Promoted a positive profile of Greek Life by providing overall advisement, training, and support to recognized social fraternities and sororities at WVU.
- Responsible for developing and implementing a strategic plan, goals, and measurable outcomes that will support the transformation of Greek Life into a national model system.
- Served as an advocate and champion Greek Life on campus.
- Collaborated with Student Life, Academic Affairs, University Police, and Title IX colleagues on a wide variety of initiatives including programming, prevention, and reporting.
- Facilitated cooperative relationships between Greek Organizations, Nationals Chapters, and the City of Morgantown.
- Supported fraternity and sorority life governance; and ensure compliance with University, Local, and National Chapter standards of conduct, recruitment, accountability, and recognition.
- Provided direct supervision of assistant director, program coordinator, three (3) graduate assistants, and three (3) student assistants.
- Provided oversight and administration of a budget of approximately \$200,000.

University of North Carolina at Charlotte

Charlotte, North Carolina

1/2011-7/2016

UNC Charlotte is a public, urban, research university, and a member of the Conference USA with approximately 30,000 students.

Assistant Director of Student Activities for Special Programs

- Provided leadership and strategic planning as the staff advisor for the Campus Activities Board.
- Assisted with the management of the Campus Activities Board budget of approximately \$560,000.
- Assisted with creation and review of university and building policy and procedures.
- Provided direct supervision for two (2) graduate assistants and (19) student directors.
- Negotiated and generated all entertainment contracts for all events for the Campus Activities Board and the special programs.
- Provided analysis of event evaluations and student event assessments for all events.
- Advised the Student Government Association (SGA) Student Affairs and Academic Affairs committee.
- Served as the staff advisor for Freshman and Sophomore Class Councils.
- Provided training and development for organizations within Student Involvement
- Served on the Week of Welcome committee, Distinguish Speaker Forum committee, Late Night Breakfast committee, Homecoming committee, Senior Class Council Advisor, and many other ad hoc committees.

Interim Associate Director of Student Activities for Student Organizations

4/2013-10/2014

- Provided leadership and strategic direction of the Student Organizations Unit / Office, which supports over 375 student organizations and provide oversight of a unit budget of approximately \$150,000.
- Created and implemented a strategic plan for the unit in conjunction with the university's Quality Enhancement Plan.
- Provided direct supervision of Program Coordinator of Student Organizations and graduate assistant.
- Developed, implemented, and evaluated student organization and advisor resources and services through management of OrgSync and the Student Organization Resource Center (SORC).
- Advised the Student Government Association (SGA) Organizational Ways and Means committee regarding student organizational approval, renewal, and funding processes responsible for approximately \$235,000.
- Advised the Student Government Association (SGA) Student Affairs and Academic Affairs committee.
- Developed and implemented educational programs for student organizations and advisors.
- Provided overall management for student employee program, budget development, and program expansion.
- Developed assessment tools to evaluate student development within core competencies and learning outcomes.

Assistant Director of Student Activities for Evening and Weekend Programs

07/2010-12/2010

- Supervised and advised student coordinators to develop, implement, and evaluate programs in the Cone Center and Student Activity Center that will strengthen the evening and weekend culture on campus.
- Developed a brand for Niners on the Weekend that will attract programming partnerships with student organizations and/or other campus departments.
- Finalized and implemented all aspects of evening and weekend programs including development and oversight of collaborations, development of student leadership opportunities, revision of program concepts, marketing, website management, social media management, and all related processes.
- Negotiated and generated all entertainment contracts for all events under my supervision.
- Constructed and administered a programming budget of approximately \$40,000.
- Provided analysis of event evaluations and student event assessments for all events.

Graduate Assistant, Campus Activities Board (CAB) 01/2006 -05/2010 08/2002-05/2004

- Supervised and advised student directors, crew chiefs, and volunteers in planning and implementation of campus-wide programming.
- Responsible for design, implementation, daily maintenance and updating of CAB Website.
- Provided analysis of event evaluation and student event assessment.

Flextronics Corporation Charlotte, North Carolina 06/2007-07/2010

Optical Test Engineer/AOI & 5DX Project & Test Engineer

- Managed the project cycle for printed circuit board manufacturing and testing for multiple clients.
- Developed functional tests for all printed circuit boards that encompass optical components.
- Provided test development for AOI and 5DX inspection machines.
- Maintained and updated all site documentation for all processes and manufacturing practices.
- Utilized database systems to create reports and financial quotes for upper management.
- Supervised 3-5 test technicians and delegated daily duties.

University of North Carolina at Charlotte Charlotte, North Carolina

Student Building Manager, Cone University Center 06/2005-08/2006

- Responsible for management of weekend, evening and opening operations of the Cone Center.
- Assisted with production teams and provided technical services as needed.
- Performed building rounds and responsible for updating the daily building report.
- Provided customer support to all guests and assisted with all guest issues as they arise.
- Assisted the information desk and candy shop closeout.

Graduate Assistant, Office of Graduate Admissions / LIS (Library of Science) Program 06/2004-07/2006

- Provided administrative support to front office.
- Prepared and processed application packets of prospective students.
- Created and maintained database of all prospective student applicants.
- Provided correspondence for Graduate School inquiries.
- Provided classroom support for all LIS satellite classes held on UNC Charlotte's campus.

Student Advising for Freshman Excellence Program Coordinator, Dean of Students 05/2000-05/2002

- Supervised 20+ student counselors, who advised incoming freshman and provided support and resources to help with freshman retention.
- Planned and implemented Student Counselor Training.
- Planned and implemented, SAFE Voyage, orientation of all SAFE students.
- Developed and maintained a database of all SAFE Students and their associated counselor.

Resident Advisor (Summer), Housing and Residence Life 05/2000-08/2001

- Provided oversight of 15-30 male and female students in a co-ed living environment.
- Developed and implemented programming and community service projects for residential students.
- Responsible for security rounds, documentation, staff meeting and community meetings.

RELEVANT EXPERIENCE & CERTIFICATIONS

Committee Involvement

- WVU Welcome Week Steering Committee
- WVU Homecoming Steering Committee
- WVU Student Engagement & Connections Team (Pandemic Response)

- WVU Social Well-Being Priority Action Team
- WVU Faculty & Staff Sustainability Committee
- WVU Housing Exemption Committee
- WVU Project 168 Task Force
- WVU Hazing Prevention and Medical Amnesty Task Force
- UNC Charlotte Homecoming – Homecoming Parade Advisor, 2013 & 2014, Homecoming Chair Spring 2013, Marketing and Publicity Committee Chair, Parade and Tailgate Committee, and Day of Service Committee
- Distinguished Speakers Forum Committee – Interim Chair and Program Unit Representative
- Serve as staff advisor for Pi Alpha Phi Fraternity, Inc., National Asian Fraternity
- Search Committee - Assistant Director for Center for Leadership Development
- Search Committee – Assistant Director for Gender and Sexual Diversity
- Search Committee – Assistant Director for Fraternity and Sorority Life
- Honors and Awards Committee (Chancellor awards)
- Student Organizations Excellence Awards Committee
- Late Night Breakfast Committee Co-Chair
- Concerts Committee
- 49er Fire Committee
- 49er New Year Committee Chair
- Haunted Union Coordinator
- Spring Fest Committee
- Week of Welcome Committee

Website and Social Media Experience

- Design and maintain department websites using CleanSlate.
- Utilize Advocate case management system as Title IX advisor and Student Rights and Responsibilities appellate officer.
- Utilize 25Live and EMS for campus wide reservation processes.
- Designed and assisted migration of the Campus Activities Board's website into Drupal content manager.
- Designed and assisted migration of the Homecoming website into Drupal content manager.
- Managed content and daily maintenance of CAB's website.
- Created and oversaw CAB's Facebook Fan Page and Twitter account.
- Managed content and maintenance of Niners on the Weekend website & social media accounts.

Planning & Training Experience

- Develop and execute the REACH Conference: A Multicultural Student Leadership Retreat for West Virginia and Western Pennsylvania colleges and universities.
- Served on advisory team to develop CAB student director retreat and training.
- Developed and implemented CAB committee member training.
- Planned and oversaw committee for Spring Fest concert in Halton Arena in collaboration with the Student Activity Center concert committee.
- Created training material and developed student coordinator training for Niners on the Weekend.

Budget Experience

- Provide oversight and administration for a departmental budget of approximately \$745,000.
- Assisted in reviewing and reassessing needs for a SAFC budget request of approximately \$340,000 for the Campus Activities Board. Also administer and oversee combined budgets of approximately \$600,000.

- Assisted with soliciting corporate sponsorship for the Campus Activities Board totally approximately \$10,000 - \$15,000 yearly.
- Administered the operational budget for Homecoming of approximately \$15,000 and solicit an additional \$7000 from sponsorships.
- Administered the programming budget for Haunted Union of approximately \$18,000.
- Administered the Evening and Weekend programming budget of approximately \$40,000.

Certifications

- Gallup Inc. – Gallup Certified Strength Coach
- National Council for Behavioral Health – Mental Health First-Aider
- Kognito – Certification for At-Risk Mental Health for Faculty & Staff
- Safe Zone, Trans Safe Zone and Health Safe Zone Trainings
- Recovery Ally Training
- TiPS Training Certified
- Narcan (naloxone)Training

PROFESSIONAL ASSOCIATIONS & AFFILIATIONS

National Association of Campus Activities

- NACA Board of Directors – General Board Member, 2023 - Present
- NACA Live formerly known as NACA National Convention – Chair Elect, 2022
- Virtual NACA Live, Education Programs Reviewer & Hospitality Initiatives 2021
- NACA Live – Team Lead, 2019-2020
- National Convention Planning Committee – Education & Professional Development Coordinator, 2018-2019
- Faculty for Student Government West Institute, 2017, 2018, 2019
- Leadership Fellows Program Coordinator, 2016-2018
- Diversity & Inclusion Task Force, 2016-2017
- Volunteer Benefit Task Force, 2016
- Outstanding Campus Activities Professional Award (South), 2015
- Programming Basics Institute Coordinator, 2015
- Diversity Programs Coordinator, National Convention 2014
- Faculty for the Programming Basics Institute, Summer 2013
- Leadership Fellow Mentor 2012-2013, 2013-2014, 2014-2015
- Diversity Action Group Member
- Leadership Fellow 2011-2012

NASPA – Student Affairs Administrators in Higher Education

- NASPA Undergraduate Fellow Mentor 2012, 2014, 2019
- New Professionals Institute Graduate 2011

Association of College Union International

- Region 5 Conference Planning committee, 2011

Alpha Phi Alpha Fraternity, Inc.

- Chief Dean of Membership Intake, District of West Virginia, 2022 – Present
- Chapter Dean Membership Intake, Alpha Zeta Lambda Alumni Chapter, 2017, 2021-Present
- Treasurer, Alpha Zeta Lambda Alumni Chapter, 2021-Preset
- Treasurer, District of West Virginia, 2019 - Present

- President, Alpha Zeta Lambda Alumni Chapter, 2018-2021, 2023 - Present
- Associate Registrar, Leadership Development Institute (Midwestern Region)
- Reclamation and Membership Committee, Beta Nu Lambda Graduate Chapter
- Member, Initiated Fall 2001, Mu Tau Chapter (UNC Charlotte)

SELECTED PRESENTATION

- *Hungry for Change: Growth and Expansion of Campus-Based Food Pantry*, NASPA Annual Con. 2024
- *REACH-ing for the Summit: Creating Community in Rural Appalachia*, NASPA Annual Con. 2024
- *An Introduction to Inclusive Language: Living Our Values*, WVU Student Life Conference 2020
- *No Fare, It's Free!" Funding through Sponsorships*, ACUI 2017 Annual Conference
- *Shark Tank: Navigating Corporate Sponsorships*, NACA South Conference, 2014
- *Navigating the Seas of Core Competencies*, NACA South Conference, 2014
- *Programming Basics*, UNC Charlotte Emerging Leaders, 2013
- *Programming Basics*, UNC Charlotte Leadership Fellow, 2012
- *Your Website and You: Becoming a Star Board*, NACA South Conference, 2012
- *Volunteer Management: We're doing this Right, Right?*, NACA South Conference, 2012, 2015
- *All Hands on Deck: Gaining Attendance through Incentives*, NACA South Conference, 2012, 2014
- *Programming for the Forgotten Student: Non Traditional Student*, NACA National Convention, 2012
- *The Evolution of Greek Life: Progression or Dilution?*, NACA South Conference, 2011
- *No Fare, It's Free*, NACA South Conference, 2011
- LeaderShape Cluster Facilitator – UNC Charlotte 2011 & 2014