

Dennis Cliborn

denniscliborn@gmail.com

Summary of Qualifications

Dynamic and results-driven higher education administrator with over two decades of progressive leadership experience across registrar services, student development, academic advising, and instructional support. Proven expertise in strategic planning, cross-functional collaboration, student success initiatives, and compliance with federal regulations. Adept in leveraging technology platforms such as PeopleSoft, POISE, and Blumen to optimize operations. Holds a Master of Arts in Higher Education Administration from Sam Houston State University.

Professional Experience

The University of Texas at Tyler — Tyler, TX

Associate Registrar

November 2022 – Present

- Lead academic scheduling, transcript evaluation, and commencement planning.
- Oversee catalog and curriculum development; maintain academic plans in PeopleSoft.
- Certify NCAA academic eligibility and enforce FERPA compliance.
- Serve on Undergraduate Council and multiple university committees.
- Manage graduation ceremonies and institutional reporting.

Kilgore College — Kilgore, TX

Director of Admissions and Registrar

July 2019 – November 2022

- Directed operations for admissions, registration, and international student services.
- Managed office resources and student information systems.
- Served as SEVIS DSO and NJCAA certifier; led recruitment and retention efforts.
- Chaired strategic committees and contributed to institutional planning.

Adjunct Instructor – Education

August 2015 – July 2019

- Designed and taught EDUC 1300 hybrid course using Blackboard LMS.
- Developed curriculum focused on academic success and student engagement.

Assistant Director, TRIO Student Support Services

October 2012 – July 2019

- Provided advising and support to 160+ TRIO students annually.
- Authored and secured \$1.15M federal grant; developed five-year budget.
- Led workshops, campus visits, and cultural enrichment programming.
- Maintained compliance reporting and database management.

Coordinator, Media Services / Technical Director

May 1999 – October 2012

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- Managed technical operations for campus auditorium and AV support.
- Directed installations and upgrades; oversaw \$150K annual budget.
- Negotiated vendor contracts and supervised production crews.

Tyler Junior College — Tyler, TX
Residential Operations Hall Specialist
July 1996 – May 1999

- Managed residence hall operations and student programming.
- Supervised Resident Assistants and enforced housing policies.

Education

Sam Houston State University — Huntsville, TX
Master of Arts, Higher Education Administration (May 2015)

University of Texas at Tyler — Tyler, TX
Bachelor of Science, Speech Communication (December 1998)

Tyler Junior College — Tyler, TX
Associate in Arts, Behavioral Science (August 1996)
Associate in Arts, Fine Arts – Speech (May 1999)

Professional Memberships

- Texas Association of Collegiate Registrars and Admissions Officials (TACRAO)
- Texas Association of Community College Student Affairs Administrators (TACCSAA)
- East Texas TRIO Alliance
- Southwest Association of Student Assistance Programs (SWASAP)
- Junior/Community College Student Personnel Association of Texas (J/CCSPAT)

Professional Development

- Leadership Kilgore – Kilgore Chamber of Commerce
- Manager as Mediator Training
- Kilgore College Compass Leadership Program
- Infocomm Annual Conference
- TRIO Regulations and Legislation Training
- SWASAP Annual Conference
- “On Course” Instructor Training
- Council for Opportunity in Education Financial Aid Training
- TRIO Grant Proposal Workshop

Volunteer Experience

- Co-Advisor, Student Government Association – Kilgore College
- Organizer, Peer Advisor Program and New Student Orientation
- Coordinator, National TRIO Day Event – East Texas TRIO Alliance

Honors and Awards

- Most Outstanding Employee in Professional Support – Kilgore College (2003–2004)
- Honorary Lifetime Member – Kilgore College Rangerettes Forever (2006)

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