

Amanda M. Ritchie, MS
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PROFESSIONAL EXPERIENCE

The University of Texas at Tyler- December 2006-Present

Student Affairs Coordinator, Ben and Maytee Fisch College of Pharmacy, September 2014-Present

- Coordinate recruiting events of prospective students at local high schools, area community colleges and universities
- Evaluate applications, transcripts, letters of recommendation and PCAT (Pharmacy College Admissions Exam) to determine if minimum requirements for entrance into the program have been met
- Discuss options with student who do not meet minimum admissions requirements
- Coordinate the day of on-campus interviews
- Coordinate advising with internal UT Tyler advisors
- Coordination of data from admissions into the UT Tyler system
- Implementation of Admissions and Student Affairs policies and procedures
- Coordinate long term planning regarding recruitment, admissions, current students, and engagement of alumni
- Coordinate student activities such as orientation, white coat ceremony, career fairs, development workshops in order to promote professionalism
- Develop and become Staff Advisor of central student organizations related to the College of Pharmacy
- Serve as an advisor to faculty and students regarding the College of Pharmacy and UT Tyler policies and procedures

Academic Advisor II, College of Business and Technology (CBT) 2011-September 2014:

- Supervised 2-3 employees (student workers)
- Prepare degree plans
- Discuss Employment Opportunities
- Created create flyers and handouts to be handout to students
- Create and implement student recruitment program for the college
- Coordinate off-campus recruiting events (Longview, Palestine campuses)
- Coordinate off-campus High School and Community College visits
- Staff Advisor for Student Organization (CBT Ambassadors)

Admissions Counselor May 2009- 2011:

- Evaluate application, transcripts and SAT/ACT scores to determine admissions, scholarships opportunities and residency for incoming freshmen and transfer students
- Coordinate/Assist with on-campus recruitment activities such as group visits and Patriot Preview Day
- Assisting in recruitment by traveling approximately 5 weeks out of the year to college day/night programs in the State of Texas in accordance with the TACRO schedule
- Give presentation about The University of Texas at Tyler's distinctive features and opportunities
- Maintain appropriate visitation schedule with area high schools and providing updated college information

- Liaison between Junior College PTK sponsors and UT Tyler
- Coordinator of the UT Tyler Transfer Center at TJC
- Advise prospective student on Admissions Requirements
- Evaluate Core Curriculum classes with prospective student
- Organize Application Drives at Tyler Junior College

Administrative Assistant for the Office of Admissions 2006-May 2009

- Keyed in new student applications, and enter data from incoming students transcripts. .
- Give campus tours to visiting students.
- Answer incoming phone calls.
- Assisting in the transition from POISE to People Soft.

EDUCATION

The University of Texas at Tyler, Tyler, TX, May 2013

Masters of Science

Major: Human Resource Development

- SHRM Student President (2013-2013)
- Inducted into Alpha Chi, 2012

The University of Texas at Tyler, Tyler, TX, 2009

Bachelor

Major: Bachelors of Arts and Applied Sciences

- Graduated with honors: Summa Cum Laude
- Inducted into Epsilon Pi Tau
- Inducted into Phi Kappa Pi, 2009
- Who's Who Among Students in American Universities & Colleges, 2009

Tyler Junior College, Tyler, TX, 2006

Associates of Arts

Major: General Studies

- Inducted into Phi Theta Kappa, 2002
- National Dean's List, 2002

HONORS AND AWARDS

- Phi Theta Kappa, 2002
- National Dean's List, 2002
- Epsilon Pi Tau, 2008
- Dean's List, 2008
- Phi Kappa Phi, 2009
- Who's Who Among Students in American Universities & Colleges, 2009
- Summa Cum Laude, 2009
- Alpha Chi, 2012