

Bridget Emy Wade Radcliff

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Education

August 2007 – December 2009 University of Arizona Tucson, AZ
Master of Public Administration Natural Resource Policy

September 1996–May 2000 University of Utah Salt Lake City, UT
Bachelor of Arts English

Work Experience

May 2023-Present Udall Center for Studies in Public Policy Tucson, AZ
Administrative Manager

- Oversee all administrative efforts of the Udall Center
- Manage the Center's budget, supervision of operations staff, and oversight of HR-related issues such as salaries, raises, promotions, hiring, performance, termination, etc.
- Oversee Udall Center communications, including continued development of the Center's website, bi-annual e-newsletter, maintenance of email lists, and editing/review of various promotional and research-related products
- Facilitate linkages and interactions with other units on campus to co-convene and/or co-sponsor programs, events, and activities
- Represent the Udall Center at meetings and events when the Director is unavailable
- Respond to requests about the Udall Center and/or provide referrals to others on campus

January 2022-April 2023 College of Science Tucson, AZ
Founding Director of Career Center (Career Strategies Manager IV)

- Collaborate with academic units across the College of Science to establish a career center that will meet the unique needs of the diverse disciplines within the college
- Develop operating budget that maximizes resources to provide programming for student professional development, career exploration, and durable skill embedment into the curriculum
- Establish the founding principles that will provide equitable access and opportunity to career-related experiences for all students in the College
- Foster relationships with employers, campus partners, and alumni that will establish connections for students to access experiential and career opportunities
- Create programming that supports exploration and transparency in career paths and supports development and refinement of durable skills
- Prepare hiring plan and job descriptions for future career center staff

January 2020-January 2022 College of Agriculture and Life Sciences Tucson, AZ
Director of Career Engagement (Career Strategies Manager IV), CALS Career Center

- Mentored, supervised, and provided regular performance feedback to full-time staff and student employees
- Set strategic goals in line with College strategic plan and collaborated with units across college and university to implement
- Established policies, processes, and opportunities to increase equity and access to Career Center resources
- Procured UConnect to create 24/7 online career center resources specific to CALS students, alumni, faculty and staff, and employer partners; UConnect now powers the SECD virtual career center
- Planned yearly expense budget and managed expenditures to maximize impact for students
- Lead, mentored, and created experiential leadership opportunities for the Dean's Entrepreneurial Leadership Council
- Developed career center workshops, digital resources, career fairs, and employer partnerships
- Collaborated with Career Center Advisory Board members to develop programming for students, stay abreast of industry standards and trends, and support faculty engagement
- Met regularly with faculty to offer insight to industry employment trends, developed career resources for specific student populations, and consulted on integrating career competencies into the curriculum

July 2013–January 2020 Department of Computer Science Tucson, AZ
Director, Academic and Support Services
Promoted to Senior Program Coordinator after 3 months and Manager, Academic Services and Student Support after 1 year for outstanding contribution to the Department

- Managed a staff of eight full-time and approximately 100 student employees
- Set strategic goals for Academic Services and Information Technology units
- Reviewed and analyzed historical student data for trends and potential areas of improvement
- Maintained data for APR and update on annual and semester basis
- Developed academic year schedule of classes identifying teaching needs and setting enrollment goals
- Assigned and managed department space based on department priorities; identified strategic needs, facilitated renovations, and approved room access
- Oversaw onboarding and hiring processes for all new hires
- Approved CS course, curriculum, and fee additions, modifications, and deletions
- Manage program fee advisory council, scholarships, and expenditures
- Approved non-department course and curriculum additions, modifications, and deletions
- Supported faculty processes for promotion and tenure, sabbatical, yearly evaluation, and recruiting
- Developed, in coordination with Manager of Business-Finance, yearly budgets for Academic Services, IT, and faculty spending; approved and managed requests for expenditures
- Assisted with planning for yearly department and faculty retreats, including agenda setting and assisted with department strategic planning of long term goals and initiatives
- Developed temporary teaching fund budget in consultation with Department Head, Associate Department Head, and Business Manager
- Advised Hack Arizona Student Organization - largest hackathon in the southwest - raising over \$120,000 for the 2019 three day event
- Developed a successful proposal to the Board of Regents to institute program fees providing over \$500,000 of funding per year for career development, teaching, and student services
- Created Career Development Center and IdeaLab to promote career preparation and partner with industry to build relationships, resources, and opportunities for students
- Entered into initial contract for Handshake, which the University eventually adopted as the central career services management platform
- Established graduation and awards ceremonies to celebrate achievements in the department
- Member of various Department, College of Science, and University Committees including: Awards, Faculty Evaluation, Conflict of Interest Oversight, Development, Employee Recognition, and APAC

July 2010–July 2013 Udall Foundation Tucson, AZ
Program Associate
Promoted to Coordinator for ECR Support Programs after 6 months and to Program Associate after 12 months for outstanding job performance

- Managed a budget of approximately \$2 million
- Partnered with third party facilitators to provide collaboration and conflict resolution services
- Negotiated with federal agencies in developing funding agreements to provide services to engage public stakeholders in development of natural resource public policy
- Developed and managed contract scopes of work and budgets for contracted third party facilitators
- Facilitated meetings, online webinars, and conference calls on project work
- Served as internal IT liaison and collaborator in development of project management database to manage all Foundation projects and financial matters
- Assisted with development of internal personnel policies and annual performance reviews

July 2009–July 2010 School of Government and Public Policy Tucson, AZ
Undergraduate Program Manager

- Served as point of contact with local government and nonprofit organizations; created and maintained internships for undergraduate students
- Coordinated outreach with Pima Community College and other state Universities and community colleges regarding transfer students and program curriculum to meet needs of Southern Arizona
- Composed and edited proposals for student fees, grants, and curriculum changes

- Developed a successful proposal to the Board of Regents to institute program fees resulting in increased funding for advising and student services
- Reviewed articulation and transfer matters and made recommendations to Undergraduate Director; attended yearly state-wide articulation meetings
- Created content for School website
- Developed programs to assist students in career development, planning, and placement upon graduation
- Advised undergraduate Public Administration majors
- Managed School scholarship process

August 2003–July 2009
Academic Advisor, Sr

Department of English

Tucson, AZ

Promoted to senior advisor after 11 months for outstanding job performance

- Responsible for ensuring accurate advising for approximately 1100 majors and minors; certified degree completion for these students
- Supervised staff of three, including a part-time advisor and graduate student assistant and a full-time administrative assistant; managed daily office tasks and conducted yearly job performance evaluations
- Managed enrollment of all undergraduate courses, approximately 2000 seats per semester, to ensure maximum enrollment efficiency
- Coordinated curriculum matters concerning undergraduate education; made recommendations to faculty regarding changes in academic programs and policies
- Developed schedule of courses each semester; made recommendations to Department Head regarding summer courses for income generation - approximately \$100,000 generated Summer 2008
- Organized outreach with Pima Community College and other state universities and community colleges regarding transfer students and advising
- Assisted faculty, parents, and students in resolving conflicts related to University policy and procedure and faculty/student interactions
- Created content for and maintained Undergraduate Advising website and Facebook group for students, faculty, and alumni
- Reviewed articulation and transfer matters and made recommendations to faculty; served as a Department representative at yearly state-wide articulation meetings
- Department liaison with University Colleges and Departments, including: Athletics, Honors College, Admissions and Orientation, Career Services, UA South; as well as Southern Arizona high schools
- Created Career Workshop Series; assisted students in career decisions and weekly listserv digest kept students informed of University and Departmental matters
- Learned HTML to maintain and update unit website; created website map utilized by department in department site redesign

August 2001-July 2003

Eller College of Management

Tucson, AZ

Pre-Professional Academic Advisor

- Managed New Student Orientation programs and advising for 1500+ freshmen and transfer students; facilitated student and parent presentations
- Coordinated transfer efforts of Undergraduate Programs office including campus visits, professional admission applications, articulation, and transfer guides
- Generated a list of transferable general education courses from Pima that was adopted by University of Arizona and Pima advising offices
- Taught freshman Introduction to Business course for 70+ students each semester
- Constructed scholastic development workshop for students on probation; facilitated program each semester for 250+ students
- Worked with CATS Academics to recruit, advise, and enroll pre-professional student athletes

Accomplishments

- College of Science Distinguished Advising Award, 2018
- Completion of Management in Action Program, 2015
- University of Arizona Staff Award for Excellence, 2014
- Completion of University Leadership Institute, Fall 2009

- Recipient of Certificate of Merit, National Academic Advising Association, 2009
- Nominated for National Academic Advising Association Advisor of the Year, 2009
- University of Arizona Outstanding Professional Academic Advisor, 2007
- State of Arizona Curriculum Alignment Institute University English Representative, September 2006, 2007
- Nominated Staff Award for Excellence and Award for Excellence in Academic Advising, 2005, 2006
- Eller College Advisor of the Year, 2001-2002, selected by students
- Eller Undergraduate Programs Advisor of the Month 8 of 12 months in 2002