

SARAH JOHNSON

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EDUCATION

Master of Science in Education, Higher Education Administration and Student Affairs
Indiana University (School of Education – Education Leadership and Policy Studies) May 2012
Bloomington, IN

Bachelor of Arts, *summa cum laude*, Psychology
Indiana University May 2010
Bloomington, IN

Kelley School of Business Minor, Art History Minor

TEACHING EXPERIENCE

Lecturer and Program Director: Department of Health Policy and Management July 2017 – Present
Fairbanks School of Public Health - IUPUI Indianapolis, IN

PBHL-H120: Healthcare Delivery in the U.S.
PBHL-H245: Professionalism in the Healthcare Workplace
PBHL-H365: Health Services Management Practicum
PBHL-H379: Career Preparation for Health Services Management
PBHL-H380: Internship in Health Services Management
PBHL-H475: Health Services Management Capstone

Adjunct Faculty: Department of Health Policy and Management January 2016 – July 2017
Fairbanks School of Public Health - IUPUI Indianapolis, IN

PBHL-H245: Professionalism in the Healthcare Workplace
PBHL-H365: Health Services Management Practicum

Adjunct Faculty: Department of Kinesiology March 2012 – August 2015
School of Public Health - Indiana University Bloomington, IN

SPH-K301: Job Search Strategies for Kinesiology Students

Instructor: College of Arts and Sciences August 2010 – May 2011
Career Development Center/Arts & Sciences Career Services - Indiana University Bloomington, IN

ASCS-Q294: Career Development
ASCS-Q299: Marketing Yourself for the Job Search

HIGHER EDUCATION ADMINISTRATION EXPERIENCE

Lecturer and Program Director: Department of Health Policy and Management July 2017 – Present
Fairbanks School of Public Health - IUPUI Indianapolis, IN

- Direct the Bachelor of Science in Health Services Management (BSHSM) program ensuring a quality educational experience for the approximately 250 students enrolled
- Ensure curriculum meets the needs of the current healthcare market and Association of Undergraduate Programs in Health Administration (AUPHA) certification standards
- Coordinate term course scheduling and associate/adjunct instructor hiring to meet curricular needs
- Collaborate with student affairs staff to continuously improve the student experience and to handle student issues
- Developed and currently oversee the execution of a year-long undergraduate student recruitment strategy to increase awareness of and enrollment in the program
- Establish relationships and internship opportunities for students with local and regional healthcare employers
- Serve as the department liaison on a variety of school-wide and campus-wide committees

Director of Career Development/Study Abroad Coordinator
Fairbanks School of Public Health - Indiana University

August 2015 – July 2017
Indianapolis, IN

- Directed all career development efforts in the school including career coaching, employer outreach, internship coordination, marketing and promotion, and assessment
- Partnered with schools across campus to provide relevant career development opportunities for students
- Liaised between students, alumni, faculty and employers to keep all stakeholders informed of career opportunities
- Advised undergraduate students, graduate students, and alumni in one-on-one and group sessions and deliver presentations, workshops and seminars on career development topics
- Coordinated four study abroad programs to Sweden, UK, Nicaragua and Swaziland in academic year 2016-2017 including program logistics, housing, promotion, student application and selection, student communication and emergency issues
- Led a group of 21 students on a study abroad experience to London with two faculty members managing all logistics prior to and during the trip

Associate Director of Career Services

School of Public Health-Bloomington - Indiana University

January 2014 – August 2015
Bloomington, IN

- Collaborated with the Director to develop and manage a comprehensive career advising and professional development program for the School of Public Health-Bloomington serving 2,500+ undergraduate and graduate students
- Coached and advised a diverse population of undergraduate students, graduate students, and alumni on strategies to achieve their career goals focusing on the job search, promotions and advancement, negotiations, etc.
- Managed all student-facing communications and all marketing campaigns for the office to promote events and increase awareness of services

ADDITIONAL HIGHER EDUCATION EXPERIENCE

Career Services Specialist

School of Public Health-Bloomington - Indiana University

May 2012 – January 2014
Bloomington, IN

- Coordinated student preparation, site selection, paperwork, and evaluations for 350+ internships annually
- Led community agencies, organizations, and companies through the internship program development process, creating new experiential opportunities for School of Public Health students
- Planned, promoted, and presented the *Career Kickstart Series*, a five session series, covering the fundamentals of executing a successful job or internship search with 30+ students in attendance per session

Career Advisor and Instructor

College of Arts and Sciences – Indiana University

August 2010 – May 2012
Bloomington, IN

- Designed lesson plans for undergraduate career courses, covering topics such as résumé and cover letter writing, interview preparation, offer negotiations, online image and branding, decision making, leadership, and career exploration
- Led professional development trainings on a variety of teaching topics including active learning strategies and grade inflation for a staff of 32 full-time career services professionals
- Trained all new full-time instructors on teaching methods and techniques, course content, and administrative logistics
- Collaborated with a team of 10 instructors to modify course curriculum on an annual basis to ensure content was up-to-date and engaging for students

Supervising Undergraduate Teaching Assistant

Department of Psychological and Brain Sciences - Indiana University

August 2009 – May 2010
Bloomington, IN

- Supervised and mentored 30 first time Undergraduate Teaching Assistants (UTAs), providing guidance in faculty relations, student interaction, grading techniques, and presentation skills
- Taught portions of Introduction to Psychology course, led review sessions, and held office hours to aid 100 introductory students with their understanding of course content
- Authored the Undergraduate Teaching Assistant Handbook subsequently used in the UTA seminar course taught every semester to prepare the next cohort of UTAs

UNIVERSITY AND SCHOOL SERVICE

Chair <i>Bachelor of Science in Health Services Management Program Committee</i>	July 2017 – Present Indianapolis, IN
Department Representative <i>Undergraduate Curriculum Committee – Fairbanks School of Public Health</i>	July 2017 – Present Indianapolis, IN
Department Representative <i>Undergraduate Recruitment Committee – Fairbanks School of Public Health</i>	July 2017 – Present Indianapolis, IN
Department Representative <i>Undergraduate Academic Progress Review Committee – Fairbanks School of Public Health</i>	July 2017 – Present Indianapolis, IN
Department Coordinator <i>IUPUI First Year Experience Committee</i>	July 2017 – Present Indianapolis, IN
School Representative <i>IUPUI Graduate Recruitment Council</i>	August 2015 – July 2017 Indianapolis, IN
School Representative <i>IUPUI Career Services Council</i>	August 2015 – July 2017 Indianapolis, IN
School Representative <i>IUPUI Council on Student Affairs</i>	August 2015 – July 2017 Indianapolis, IN
Advisor Master in Public Health Student Government	August 2015 – July 2017 Indianapolis, IN
Chair IU Employer Relations Committee	August 2014 – August 2015 Bloomington, IN
Committee Member Committee of Community Engagement and Workforce Development	August 2014 – August 2015 Bloomington, IN

AWARDS, FELLOWSHIPS AND HONORS

Mosaic Faculty Fellow Indiana University	April 2018 Indianapolis, IN
Robert Weiskopf Award Recipient – Outstanding Undergraduate Teaching Assistant Department of Psychological and Brain Sciences – Indiana University	May 2010 Bloomington, IN
Founders Scholar Indiana University	May 2010 Bloomington, IN

CERTIFICATIONS AND TRAININGS

Management Leadership Institute – National Association of Colleges and Employers (NACE)	July 2015
Career Coaching Intensive – National Association of Colleges and Employers (NACE)	May 2015
Myers-Briggs Type Indicator (MBTI) Certified Practitioner - CPP	August 2014
StrengthsQuest Educator – Gallup	May 2012