

ROBERTA J. WHITE, M.S.

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PROFESSIONAL SUMMARY

Highly experienced academic professional with over 20 years of experience in higher education administration and biology instruction. Proven expertise in academic support services, curriculum coordination, faculty support, informal student advising, and science instruction across university and technical college environments. Strong organizational, communication, and project coordination skills with a commitment to inclusive and student-centered education.

EDUCATION

Master of Science, Biology

Central Michigan University – Mt. Pleasant, MI

December 2000

- Concentrations: Immunology, Microbiology, Medical Technology
- Additional coursework in Epidemiology

Bachelor of Science, Biology

Central Michigan University – Mt. Pleasant, MI

August 1997

Coursework for Transfer / Honors Program Participant

Lansing Community College – Lansing, MI

August 1995

PROFESSIONAL EXPERIENCE

University of Wisconsin–Stout – Menomonie, WI

Administrative Assistant III, Nakatani Teaching and Learning Center

March 2026 – Present

- Greet and assist faculty, staff, and visitors to the NTLC
- Coordinate travel, purchasing, and budget-related support for NTLC and Multi-Modal staff
- Assist with bid collection for grants and special projects

- Confirm, process, and archive course syllabi and special course fee reports
- Provide administrative support to the Academic Affairs Office
- Manage calendar support for the Multi-Modal Director
- Serve as Recruitment Coordinator for position searches
- Manage departmental web content and Teams materials

Administrative Assistant III (LTE), Office of the Provost

October 2025 – March 2026

- Managed calendar and scheduling for the Associate Vice Chancellor of Curriculum Quality
- Arranged travel, meetings, and appointments
- Supported syllabus archival and academic documentation
- Provided travel and purchasing support for NTLC staff
- Assisted with special projects within Academic Affairs

Chippewa Valley Technical College – Eau Claire, WI

Biology Instructor

January 2024 – Present

- Taught Microbiology, Environmental Science, Anatomy & Physiology, and Prep for Basic Chemistry
- Delivered instruction in face-to-face and online formats
- Maintained consistent student engagement and learning outcomes across multiple modalities
- Participated in annual Learning Summit 2024, 2025 & 2026.
- Completed all Faculty Quality Assurance System (FQAS) course work.

University of Wisconsin–Stevens Point – Stevens Point, WI

Administrative Assistant II

January 2021 – October 2023

- Coordinated Biology and Chemistry course scheduling
- Managed textbook requisitions and departmental supplies

- Maintained student waitlists and aided enrollment
- Coordinated Biology Awards Ceremony and prospective student visits
- Provided informal advising and registration assistance to undergraduate students
- Managed departmental web content, Teams materials, and social media
- Assisted with room scheduling, mail processing, and office operations

University Services Associate

September 2015 – December 2020

- Supported course scheduling and academic evaluations
- Coordinated student degree audits and advising assignments
- Led department tours and prospective student outreach
- Assisted with Biology Awards Banquet coordination

Associate Lecturer (Biology)

January 2016 – May 2023

- Taught Microbiology, Anatomy & Physiology, Environmental Biology, and General Biology
- Instructed lecture and lab courses across multiple campus locations

Rasmussen University – Wausau, WI

Adjunct Microbiology Lab Instructor

January 2015 – August 2023

- Taught residential and online microbiology laboratory courses
- Participated in professional development programs through Rasmussen University and in-person Faculty Quality Assurance System (FQAS) courses offered through NTC.

Additional Teaching & Academic Roles

- **Adjunct Biology Instructor**, Northcentral Technical College – Wausau, WI
- **Adjunct Biology Instructor**, Black Hawk College – Galva, IL
- **Adjunct Biology Instructor**, Sauk Valley Community College – Dixon, IL
- **Adjunct Biology Instructor**, Highland Community College – Freeport, IL
- **Biology Instructor**, Seward County Community College – Liberal, KS

Courses taught across institutions included Microbiology, Nutrition, Human Anatomy & Physiology, Environmental Biology, General Biology, and Principles of Biology.

EARLY CAREER & TECHNICAL EXPERIENCE

Assistant Laboratory Technician (2013), Figis – Marshfield, WI

- Updated laboratory manuals and MSDS documentation
- Conducted raw material and environmental sampling

Computer-Based Testing Administrator, Central Michigan University

- Administered GRE, GMAT, and TOEFL exams
- Maintained computer testing systems and security standards

Administrative & Secretarial Roles, Central Michigan University & Lansing Community College

- Office communication, scheduling, and project support
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PROFESSIONAL DEVELOPMENT & CONFERENCES

- **Chippewa Valley Technical College Learning Summit** – May 2024, May 2025, May 2026
 - **FQAS required courses and teaching evaluation completed (CVTC)** – 2024-2026
 - **Equity, Diversity & Inclusion in STEM Discussion Group** – Spring 2021
 - **FQAS courses taken (in-person; 3 of 6) at NTC to meet Rasmussen University professional development requirements** – 2015-2017
 - **Participated in biannual professional development opportunities offered by Rasmussen University** – 2015-2023
 - **I³ Online Instruction Workshop (WebCT)** – Fall 2005
 - **BIOQuest Workshop, Beloit College** – June 2001
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CERTIFICATIONS

- Certified by the State of Wisconsin to teach at the Technical College level
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