

# LIZ O'SULLIVAN

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## EDUCATION

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**Master of Education, College Student Personnel** May 2012  
University of Louisville, Louisville, KY

**Bachelor of Science, Communication** August 2009  
University of Louisville, Louisville, KY

## EXPERIENCE

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**Associate Dean of Student Recruitment and Admissions** May 2025- Present  
*Bellarmino University*  
Louisville, KY

- Supervise 11 full-time employees
- Release admission decisions for approximately 7,000+ students
- Serve on multiple committees including; Financial Aid Appeals, Student Supplemental Background Information Appeals, Housing Exemption Appeals and the Student Success Task Force Leadership Team
- Utilize Slate CRM to help create data driven recruitment strategies for dual enrollment, first-time undergraduate, transfer, and graduate students
- Collaborate with faculty and staff across campus to align recruitment goals and strategies

**Assistant Dean of Student Recruitment and Admissions** August 2023- May 2025  
*Bellarmino University*  
Louisville, KY

- Supervised 2 full-time employees
- Collaborated with Dean of Rubel School of Business and Dean of Annsley Frazier Thornton School of Education to create and execute recruitment strategies
- Recruited undergraduate and graduate students from assigned territory
- Assisted with strategic enrollment planning regarding recruitment territories and regional recruitment
- Reviewed admission applications for undergraduate and graduate students via Slate
- Counseled prospective families on the admission and financial aid processes

**Assistant Director of Admissions** March 2023- August 2023  
*Simmons College of Kentucky*  
Louisville, KY

- Created institutional scholarship model for prospective and current students
- Created institutional policies for scholarship processing
- Ran applicant reports and assessed applicant data
- Worked with community partners to utilize scholarship dollars for students
- Utilized Jenzabar products for reporting
- Assisting with implementation of new CRM
- Organization and execution of campus recruitment events

**Admission Counselor- Temporary** October 2022-February 2023  
*University of Louisville*  
Louisville, KY

- Read and reviewed applications for the University of Louisville College of Business
- Recruited students from the greater St. Louis area

**College Advancement Mentor****August 2021- May 2022***Public Education Foundation**Chattanooga, TN*

- Collaborate with College and Career Counselors from targeted high schools in Hamilton County to assist with college decision processes and financial aid
- Build relationships with students from Hamilton County attending partner institutions
- Provide social, emotional, and academic support to assigned students
- Assist students in identifying available resources on and off campus
- Track enrollment and retention data for assigned caseload
- Maintain weekly communication with students
- Utilize Navigate and Naviance systems to track and communicate with students
- Provide cultural competence training for Hamilton County College and Career Counselors

**Director of Belonging, Access, and Inclusion****August 2020-May 2021***Girls Preparatory School**Chattanooga, TN*

- Created and facilitated diversity, equity, and inclusion trainings for girls grades 6-12
- Created and facilitated diversity, equity, and inclusion trainings for all faculty and staff
- Reviewed and adjusted admissions, financial aid, and school policies for equity
- Processed all financial aid awards for 40% of student body
- Utilized school and Student Services Software for financial aid processing
- Utilized HubSpot CRM for communication with families
- Audited recruitment and admission policies for equity
- Lead student advisory group
- Created and facilitated affinity groups for BIPOC, LGBTQ+, and Interfaith students

**Associate Director of Scholarships and High Ability Admissions****August 2017- July 2020***Office of Undergraduate Scholarships, University of Alabama at Birmingham**Birmingham, AL*

- Supervised 3 full-time staff and 5 student workers
- Awarded and managed all academic undergraduate scholarships including merit based, endowed, and departmental awards
- Worked closely with development to analyze spendable balances of endowed awards and creation of memorandums of understanding with new donors
- Oversaw recruitment and application review for Early Medical School Acceptance Program
- Created and implemented scholarship policies to aid recruitment
- Assisted Office of Student Success with retention efforts for scholarship students
- Served on UAB Medical School Scholarship Committee
- Collected and analyzed data regarding retention
- Worked closely with UAB Honors College on recruitment efforts
- Collaborated with UAB Graduate School admissions in creating early acceptance and accelerated programs
- Utilized Blackbaud Scholarship Management software
- Utilized Target X (salesforce) CRM and Banner
- Facilitated diversity trainings on behalf of the Office of Diversity, Equity, and Inclusion

**Admission Counselor****June 2015 – July 2017**

*Undergraduate Office of Admission, Bellarmine University  
Louisville, KY*

- Reviewed applications for prospective Bellarmine students from several states
- Recruited students by attending college fairs and high school visits
- Presented weekly information sessions to campus visitors
- Counseled prospective students and their families on admission and financial aid
- Planned yield events such as: Bellarmine Scholars Scholarship Competition Weekend and Indianapolis Admitted Students and Alumni Reception
- Assisted with on campus events for prospective students and families
- Utilized Ellucian CRM to track student communication and engagement

**Financial Aid Advisor****February 2012 - June 2015**

*Student Financial Aid Office, University of Louisville  
Louisville, KY*

- Advised current students, prospective students, and parents on financial aid options
- Represented Financial Aid Office at Admissions recruitment events, GEN 101 courses, orientation sessions, and First Look events
- Understood and explained current federal policies as they pertain to financial aid
- Assisted in the processing of Satisfactory Academic Progress Appeals
- Supervised Graduate Assistants in call center
- Utilized People Soft data system during counseling sessions
- Processed loan applications and adjustments

**PROFESSIONAL INVOLVEMENT & DEVELOPMENT**

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**Sigma Kappa Sorority: National Live with Heart Facilitator**

- Facilitated DEI training with Sigma Kappa chapters

**University of South Florida: Diversity, Equity, and Inclusion in the Workplace Certificate**

- Completed May 2021

**Diversity, Equity, and Inclusion Ambassador: University of Alabama at Birmingham**

- Received Certificate to facilitate diversity trainings such as Anti-Bias, Bystander Intervention, and SafeZone

**Middle Managers Institute (National Association for College Admission Counseling)**

- Completed Oct 2019

**Disney Institute for Business Excellence**

- Completed August 2017

