

Heidi Hauf

Office: 1-701-228-5487

E-Mail: heidi.hauf@dakotacollege.edu

Education

- 2011 A.A.S. Medical Administrative Assistant, Phi Theta Kappa, Dakota College at Bottineau
2017 B.S. Career & Technical Education, Cum Laude, Valley City State University

Professional Work Experience

2017-Present

Student Services Clerk at Dakota College at Bottineau

2016-2017

Sales Partner at BeMobile Authorized Verizon Retailer

2012-2016

Distance Education Specialist at Dakota College at Bottineau

2012

APPLE Administrative Assistant at Dakota College at Bottineau

2011

Activities Therapist/Housekeeper at Haaland Home

Teaching Experience

August 2015-Present

Online Instructor, Dakota College at Bottineau

Courses: UNIV 105 First Year Experience & AH 138 Basic Procedure Coding

August 2014 & August 2015

Adjunct Instructor, Dakota College at Bottineau

Course: College Study Skills taught to incoming Freshman Football Players

Professional Membership

American Medical Technologists, May 22, 2020-Present

Committees

Academic Standards Committee (2021-2022)

Allied Health Advisory Board(2016-Present)

Alumni (2012-Present)

CAS TRIO (2016-2018)

Dining Expectations & Needs (2019-2021)

DISC (2017-Present)

Distance Education (2012-Present)

Dual Credit Advisory Board (2021-Present)

eTranscripts Working Group

Friends of DCB (2018-Present)

HLC Criterion 4 (2016-2017)

Curriculum Vitae

Hometown Career Scholarship Committee (2020-Present)
International Educators of North Dakota (2017-Present)
NDUS FUG (2017-Present)
NDACRAO (2017-Present)
ND State Staff Senate (2015-2016, 2020-2022)
Policy Coordination & Review Committee (2020-2021)
Rummage Sale (2012-Present)
Recognition/Retirement Luncheon (2012-Present)
Staff Senate (2012-2016, 2018-2022)

General Position Responsibilities: Trainings, Certifications, Conferences, & Professional Development

Yearly Title IX Training (2012-Present)
Yearly FERPA Training through eTranscript (2017-Present)
Yearly Theft, Fraud, Abuse, Waste, & Code of Conduct Training (2012-Present)
Yearly NDUS Internal Controls Concepts & Applications (2012-Present)
Bi-Yearly Moodle Conference, 2012-2016
Staff Inservice, 2012-Present
Adjunct Faculty Inservice, 2015-Present
NDHUG Conferences, 2017-Present
NDACRAO Bi-Yearly Conferences, 2017-Present
North Dakota International Educators Yearly Conferences, 2017-Present
DISC Conferences, 2018-Present
Blackboard Collaborate Session, November 9, 2017
Blackboard Training, February 7, 2018
Introduction to Student Tracker Webinar, February 8, 2018
Blackboard Training, February 14, 2018
Blackboard Training, February 22, 2018
Blackboard Training, March 1, 2018
Lunch & Learn Webinar from CTS, March 22, 2018
Sophie to Move It Transition Webinar, June 19, 2018
Perceptive Content Workflow Training, October 2, 2018
Blackboard Workshop October 3, 2018
NDWHEN Conference November 2, 2018
Customer Service Training, November 5, 2018
Introducing the Next Generation Transcript Experience Webinar, December 5, 2018
SEVIS Recertification Guidance and Issuing the I-20 Webinar, August 14, 2019
Virtual Reality in Education, February 6, 2020
NDWHEN's Working Remotely with Intention Webinar, April 24, 2020
Support & Success of the Online Learner Webinar, November 18, 2020
Designing Engaging Discussion Webinar, December 2, 2020
Mastering the Grade Center Webinar, December 9, 2020
Digital Accessibility Fundamentals, Online Course, November 9, 2020-December 9, 2020
New Advisor Training, January 19 & 21, 2021
Teams 200 Training, February 24, 2021

Curriculum Vitae

COOP Training, March 24, 2021

FERPA Compliance: Avoid Mistakes & Ensure Compliance, April 8, 2021

Future of Higher Education Webinar by Futurist Bryan Alexander, May 26, 2021

NDUS International Transcript/Transcript Evaluation, June 29, 2021

Allied Health: Trainings, Certifications, Conferences, & Professional Development

CNA Licensure Registrant ID#46563

- Initial Date: 10/13/2011
- Expiration Date: 09/20/2013

Immunization Tabletop Connection Information Video Conference, February 21, 2018

Certified Allied Health Instructor from American Medical Technologists (AMT), May 2020-Present

Webinar 07: Vaccine Conversations, May 27, 2020 (AMT; 1 CE Unit)

Webinar 06: What's New with Flu in 2019-2020, May 28, 2020 (AMT; 1 CE Unit)

Webinar 02: Workplace Listening Skills, May 28, 2020 (AMT; 1 CE Unit)

STEP 245 Asthma: An overview from Prevalence to Plan AMT, April 7, 2021 (AMT; 2 CE Units)

Allied Health Presentation for Health Fair in DCB Gym for Area Schools, April 16, 2021

STEP 259 Ignorance, Arrogance, and Infection: A Health Care Professionals Contaminate their Patients, June 2, 2021 (AMT; 1 CE Unit)

STEP 289 Hand Hygiene for Healthcare Professionals, June 2, 2021 (AMT; 1 CE Unit)

Webinar 04: Measles Disease & Vaccination, June 3, 2021 (AMT; 2 CE Units)

Webinar 03: Anemia: Signs of the Various Kinds!, June 24, 2021 (AMT; 1 CE Unit)

STEP 271 The Emerging Epidemic of Obesity, June 24, 2021 (AMT; 1 CE Unit)

STEP 332 A Curry a Day Keeps the Doctor Away, June 24, 2021 (AMT; 1 CE Unit)

Webinar 08: What's New with Flu in 2020-2021: Avoiding the Twindemic, June 25, 2021 (AMT; 1 CE Unit)

Webinar 09: Improving Immunization Rates During COVID-19, June 25, 2021 (AMT; 1 CE Unit)

STEP 371 Vitamin D, June 25, 2021 (AMT; 1 CE Unit)

STEP 249 Interdisciplinary Clinical Professional Development Seminar, June 25, 2021 (AMT; 1 CE Unit)

STEP 265 Screening for Thrombophilia: A Laboratory Perspective, June 25, 2021 (AMT; 2 CE Units)

STEP 351 Medical Ethics, June 25, 2021 (AMT; 1 CE Unit)

STEP 359 Case 17: Critical Case of Community Acquired Pneumonia, June 25, 2021 (AMT; 1.5 CE Units)

Advisor Training, September 7, 2021

Campus Activities

Help Organize Student Recognition Banquet

Attend Honors Symposium Presentations

Attend PTK Induction Ceremonies

Attend LumberActs Productions

Attend Campus Forums

Curriculum Vitae

Attend at least 1 game for each sport

Attend Picnics & Potlucks

COVID-19 Vaccination Clinic Intake Spring 2021

Community Activities

Willow City Community Club Participation (2007-Present)

Western Weekend, Snow Festivals, Community Club Suppers, etc.

Bottineau County Fair Gates (2017-2018, 2021)

Bottineau County Fair DCB Booth (2017-2019)

Honors/Awards

Phi Theta Kappa (Student Member)

President of The Willow City Community Club (2012-2018)

DCB Staff Senate President (2015-2016, 2020-2021)

Graduated Cum Laude from Valley City State University

Designated School Official (DSO) for SEVIS (2017-Present)

DCB Staff Senate Vice President (2014-2015, 2019-2020)

DCB Faculty Senate Secretary (Fall 2019 – Spring 2020)