

Heidi Hauf

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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

Committees

- Allied Health
- Alumni
- Dining Expectations & Needs
- DISC
- Distance Education
- eTranscripts Working Group
- Friends of DCB
- International Educators of North Dakota
- NDUS FUG
- NDACRAO
- Policy Committee
- Rummage Sale
- Recognition/Retirement Luncheon

Curriculum Vitae

Trainings, Conferences, & Professional Development

Yearly Title IX Training
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
Immunization Tabletop Connection Information Video Conference, February 21, 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 6th, 2020

Campus Activities

Help Organize Student Recognition Banquet
Attend Honors Symposium Presentations
Attend LumberActs Productions
Attend Campus Forums
Attend at least 1 game for each sport
Attend Picnics & Potlucks

Community Activities

Willow City Community Club Participation (2007-Present)
Western Weekend, Snow Festivals, Community Club Suppers, etc.
Bottineau County Fair Gates (2017-2018)
Bottineau County Fair DCB Booth (2017-Present)

Honors/Awards

Phi Theta Kappa (Student Member)
President of The Willow City Community Club from 2012-2018
DCB Staff Senate President (2015-2016)

Curriculum Vitae

Graduated Cum Laude from Valley City State University
Designated School Official (DSO) for SEVIS
DCB Staff Senate Vice President (2014-2015, 2019-2020)
DCB Faculty Senate Secretary (Fall 2019 – Spring 2020)