

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

2024-2026
 Allied Health Instruction, Advisor, & Program Coordinator at Dakota College at Bottineau
 2019-2024
 Adjunct Allied Health Advisor & Program Coordinator at Dakota College at Bottineau
 2017-2024
 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

Certified Allied Health Instructor since May 2020

2025-Present
 Allied Health Assistant Professor
 2024-2025
 Allied Health Instructor
 2014-2024
 Online Adjunct Instructor, Dakota College at Bottineau

Courses Taught

AH 134 – Medical Disorders	AH 266 – Lab. Tests & Diagnostic Procedures
AH 136 – Clinical Procedures	AH 281 – Medical Insurance/Billing
AH 137 – Clinical Specialties	AH 287 – Computer Applications in Healthcare
AH 138 – Medical Coding I	AH 297 - Internship
AH 139 – Medical Coding II	UNIV 110 – College Study Skills
AH 142 – Intermediate Coding I	UNIV 105 – First Year Experience
AH 143 – Intermediate Coding II	CARS 105 – Job Search
AH 171 – Medical Terminology	CARS 102 – Career Exploration
AH 231 – Healthcare Law & Ethics	

Professional Membership

American Medical Technologists, May 22, 2020-Present

Committees

DCB Academic Standards Committee (2021-2023)
 DCB CAS TRIO (2016-2018)
 DCB Dining Expectations & Needs (2019-2021)
 NDUS DISC (2017-2024)
 DCB Dual Credit Advisory Board (2021-2022)
 NDUS eTranscripts Working Group (2017-2024)
 Friends of DCB (2018-2024)
 DCB HLC Criterion 4 (2016-2017)
 DCB Hometown Career Scholarship Committee (2020-2022)
 NDUS International Educators of North Dakota (2017-2024)
 NDUS FUG (2017-2024)
 NDACRAO (2017-2024)
 UMACRAO (2022-2024)
 NDUS State Staff Senate (2015-2016, 2020-2022)
 DCB Policy Coordination & Review Committee (2020-2021)
 DCB Rummage Sale (2012-2022)
 DCB Staff Senate Senator (2012-2016, 2018-2022)
 DCB Institutional Effectiveness Committee (2020-2021)
 DCB Administrative Council (2022-2023)
 DCB Diversity Committee (2022-2026)
 DCB Strategic Planning (2022-2023)
 DCB Alumni (2012-Present)
 DCB Recognition/Retirement Luncheon (2012-2026)
 DCB Allied Health Advisory Board (2016-2026)
 NDUS Academic Discipline Group: Allied Health/Medical Lab Sciences (2022-2026)
 DCB Paramedic Technology Advisory Board (2023-2026)
 DCB Wellness Committee (2023-2026)
 DCB Distance Education (2012-2023) (2024-2025)
 Curriculum Committee (2024-2026)

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

Yearly DCB Title IX Training (2012-2026)
 Yearly NDUS FERPA Training through eTranscript (2017-2024)
 Yearly NDUS Theft, Fraud, Abuse, Waste, & Code of Conduct Training (2012-2026)
 Yearly NDUS Internal Controls Concepts & Applications (2012-2026)
 NDUS Bi-Yearly Moodle Conference, 2012-2016
 DCB Faculty & Staff Inservice, 2012-2025
 NDHUG Conferences, 2017-2024
 NDACRAO Bi-Yearly Conferences, 2017-2024
 North Dakota International Educators Yearly Conferences, 2017-2023
 NDUS DISC Conferences, 2018-2024
 DCB Blackboard Collaborate Session, November 9, 2017
 DCB Blackboard Training, February 7, 2018
 Introduction to Student Tracker Webinar, February 8, 2018
 DCB Blackboard Training, February 14, 2018
 DCB Blackboard Training, February 22, 2018
 DCB Blackboard Training, March 1, 2018

NDUS Lunch & Learn Webinar from CTS, March 22, 2018
 NDUS Sophie to Move It Transition Webinar, June 19, 2018
 NDUS Perceptive Content Workflow Training, October 2, 2018
 DCB 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
 DCB New Advisor Training, January 19 & 21, 2021
 NDUS Teams 200 Training, February 24, 2021
 DCB 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
 Campus Connection QUERY Training, November 17-19, 2021
 Blackboard Ultra Base Navigation Training, November 16, 2021
 Future War and Future Peace Webinar, March 24, 2022
 TargetX Implementation Team 2022-2023
 UMACRAO Regional Conference 2022
 DCB Blackboard Workshop-General Q&A Session, January 31, 2024
 How to Help Someone in Crisis (QPR Training), February 28, 2024
 NDUS PowerPoint Introduction Training, April 3, 2024
 NDUS PowerPoint Advanced Training, April 8, 2024
 Airmen Leadership School Education Brief, April 22, 2024
 TtADA Session Evaluation: Developing a Classroom Culture that Empowers Students, April 26, 2024
 I love education tour at MAFB, May 8 & 9, 2024
 DCB Blackboard Session - Creating a Sense of Belonging: Strategies for Inclusive Communication, November 5, 2024
 Building Your Plate, Wellness Event, March 25, 2025
 Teaching & Learning Conference 2025, NDSU Office of Teaching & Learning, May 20, 2025
 Radio: DCB Alumni Awards Banquet, October 8, 2025
 Dakota Wellness Portal: How to Earn Your \$250 Benefit (Sanford Health Plan Employees), October 13, 2025

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
 DCB CTE Vision Visit, November 2-3, 2021
 Presenter at Dunseith High School CTE Fair, February 17, 2022
 Assisted with Campus COVID-19 Testing as needed during pandemic
 ND CTE Professional Development Conference-Allied Health Booth, August 8-9, 2022
 Radio Appearance, Medical Coding, January 4, 2023
 Souris River Campus Career Fair, February 16, 2023
 Dunseith High School CTE Day, February 22, 2023
 FCCLA Career Presentations, October 25, 2023
 Minot Career Expo, November 8th 2023
 Heart Saver CPR AED (Child CPR AED, Infant CPR), December 11, 2023
 After School Program, Allied Health Escape Room, February 26, 2024
 Health Professions Career Fair, May 15, 2024
 ND CTE Professional Development Conference, August 5-7, 2024
 NCEC Career Fair, September 12, 2024
 DCB Professional Development Day, October 14, 2024
 Medical Assistant's Week Open House, October 22, 2024
 Radio Appearance, Allied Health Programs and Old Main, November 6 & 8, 2024
 Minot Career Expo, November 6, 2024
 After School Program, Allied Health Handwashing, January 27, 2025
 CTE in Memorial Hall, February 4, 2025
 DCB Professional Development Day, February 18, 2024
 Radio Appearance, Allied Health CTE in Memorial Hall, February 26 & 28, 2025
 Radio Appearance, Allied Health Programs for CTE Month, March 19 & 21, 2025
 Science Olympiad, Disease Detectives, March 27, 2025
 MAFB Health Fair, March 28, 2025
 Health Professions Fair, DCB Downtown, April 17, 2025

Bottineau High School Career Fair, April 23, 2025
 NCEC Career Fair, September 9, 2025
 DCB Professional Development Day, October 13, 2025
 Minot Career Expo, October 29, 2025
 Radio: National Allied Health Professionals Week, November 5, 2025
 Williston Career Expo, November 6, 2025
 DCB Professional Development Day, February 17, 2026
 Dunseith Career Fair, February 19, 2026
 DCB Health Fair, February 26, 2026
 Science Olympiad, Disease Detectives, April 9, 2026
 DCB SIM Day participant, April 24, 2026

DCB Campus Activities

Attended LumberActs Productions
 Helped Organize Student Recognition Banquet, 2017-2023
 Attended Honors Symposium Presentations
 Attended PTK Induction Ceremonies
 Attended Campus Forums
 Attended at least 1 game for each sport
 Attended Picnics & Potlucks
 COVID-19 Vaccination Clinic Intake Spring 2021
 Finals Week Study Sessions (2024-2025)
 Updated the Internship process & packet, 2024

Community Activities

Willow City Community Club Participation (2007-Present)
 Western Weekend, Snow Festivals, Community Club Suppers, etc.
 Bottineau County Fair Gates (2017-2018, 2021-Present)
 Bottineau County Fair DCB Booth (2017-2019)
 Willow City Councilman (2022-Present)
 Axes & Ales Alumni at Bottineau County Fair (2024-2025)

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 (2017-2024)
 DCB Staff Senate Vice President (2014-2015, 2019-2020)
 DCB Faculty Senate Secretary (Fall 2019 – Spring 2020)
 DCB Young Alumnus 2021
 DCB Alumni President, 2022-2024
 DCB Alumni Vice President, 2020-2022, 2024-Present