

Gary A. Abdullah

gaa120@psu.edu

206 Carnegie Building
University Park, PA 16802
814-883-0980

EDUCATION: **The Pennsylvania State University; University Park, PA**
M.A. - Telecommunication Studies, May 2007

The Pennsylvania State University; University Park, PA
B.A. - Telecommunications, May 2003

**RELEVANT
EXPERIENCE:**
July 2017-
Current

Assistant Dean of Diversity and Inclusion (Academic Administrator), Donald P. Bellisario College of Communications

The Pennsylvania State University; University Park, PA

- Oversee administrative and programmatic functioning of student support services for students from traditionally under-represented groups as they relate to gender, race, ethnicity, condition of ability, sexual orientation and gender identity, and socio-economic status
- Responsible for strategic planning and for the implementation and management of programs designed to recruit, retain, and support diverse pools of undergraduate and graduate students.
- Responsible for identifying and securing grants and other sources of funding that will directly support various diversity initiatives throughout the college.
- Seek partnerships with minority-serving institutions, secondary schools, and federal and state programs that might be sources of talented and motivated students, staff, and faculty from underrepresented groups
- Advise student organizations that promote diversity and inclusion within the College
- Instruct a First-year Seminar each fall and spring semester
- Provide students with academic advising, as needed

December 2013-
July 2017

Multicultural Coordinator (Student Advocacy Specialist 4), College of Education – Office of Multicultural Programs

The Pennsylvania State University; University Park, PA

- Assist the Assistant Dean for Multicultural Programs in developing and coordinating College recruitment and retention initiatives for target student populations
- Communicate with internal and external stakeholders around matters of recruitment and retention of underrepresented students
- Represent the Office and the College at various recruitment opportunities
- Prepare various reports for the Assistant Dean of Multicultural Programs related to enrollment and graduation data
- Provide students with academic advising and professional guidance (undergraduate and graduate)
- Provide students with personal guidance, referring them to the appropriate University and community resources (undergraduate & graduate)
- Coordinate retention activities and programs for underrepresented students
- Coordinate a summer residential bridge program (SCOPE – Summer College Opportunity Program in Education)
- Represent the Office and the College on University-wide Councils
- Meet with internal and external stakeholders around development opportunities for the Office and the College
- Oversee the hiring and supervision of student employees in the Office
- Oversee the activities of the Multicultural Education Student Association (MESA)

**RELEVANT
EXPERIENCE (cont.):**

August 2011-
December 2013

Academic Adviser/Recruiter (Academic Adviser 2), Donald P. Bellisario College of Communications

The Pennsylvania State University; University Park, PA

- Counseled students in the resolution of academic problems
- Counseled students in the selection of courses, majors, and career paths
- Conceptualized and created recruitment presentations for small- and large-group settings
- Organized and implemented undergraduate orientation
- Organized and implemented prospective student campus visits and tours
- Represented the College at high school recruitment fairs, college fairs, and various other recruitment opportunities
- Served as the liaison between the College of Communications Academic Services Office and the Undergraduate Admissions Office
- Oversaw the activities of the College of Communication Peer Mentors

April 2007 -
August 2011

Admissions Officer (Enrollment Services Specialist 4), Undergraduate Admissions

The Pennsylvania State University; University Park, PA

- Organized and administered recruitment activities targeted at securing a more diverse student body
- Admitted, referred, or refused applications for admission to all Penn State University campus locations
- Advised large volumes of prospective students and parents regarding admissions procedures in person, over the telephone, and via e-mail
- Counseled prospective students and parents to make informed college-choice decisions
- Presented admissions information to large and small groups of students and families
- Assisted in the development and implementation of special projects and programs; managed budgets
- Prepared and maintained appropriate special program reports, surveys, and correspondence

October 2006 -
April 2007

Student Assistant, Morgan Academic Support Center for Student-Athletes

The Pennsylvania State University; University Park, PA

- Observed specific classroom settings to determine student-athlete attendance and timeliness of arrival
- Provided academic counselors with a concise report of my classroom observations

June 2004 -
December 2006

Supervisor, Penn State All-Sports Museum

The Pennsylvania State University; University Park, PA

- Opened and closed the facility
- Provided guided tours of Beaver Stadium for museum patrons and varsity athletic recruits
- Assisted in the writing, researching, and editing of materials presented in museum displays
- Assisted in supervising the day-to-day responsibilities of the museum's employees and volunteers
- Assisted in the hosting and coordination of private events in the Mount Nittany Club

January 2006 -
May 2006

Teaching Assistant, COMM 498B: Sports, Media and Society

The Pennsylvania State University; University Park, PA

- Assisted in the administration of each class meeting, twice/week
- Assisted in the grading of class assignments
- Drafted and directed correspondence between the professor and the students

**RELEVANT
EXPERIENCE (cont.):**

June 2001-

May 2002;

August 2003-

May 2004

Peer Counselor, Office of Student Aid

The Pennsylvania State University; University Park, PA

- Assisted students with basic questions regarding the federal, state, and university financial aid systems
- Fulfilled basic clerical responsibilities
- Referred students to the correct area of the financial aid counseling system
- Greeted students and parent

OTHER

EXPERIENCE:

Fall 2001-

December 2008

On-air Host and Producer, Totally Gospel Show, WKPS-FM

The Pennsylvania State University; University Park, PA

July 2003

Senior Resident Assistant, Multicultural High School Journalism Summer Workshop

The College of Communications; The Pennsylvania State University

June 2000-

August 2000

Telemarketer, MBNA Marketing Systems

State College, PA

**LEADERSHIP
AND SERVICE:**

- Council of College Multicultural Leadership; Member (2013-Current)
- Administrative Council on Multicultural Affairs; Member (2013-Current)
- Athletic Director's Leadership Institute; Facilitator (2013-Current)
- Lambda Theta Alpha Latin Sorority, Inc.; University Advisor (2009-Current)
- Unity Church of Jesus Christ; Deacon (2006-Current)
- Multicultural Education Student Association; Advisor (2016-2017)
- Diversity and Community Enhancement Committee; Member (2013-2017)
- Task Force on Policing and Communities of Color; Member (2015-2016)
- Unity Church of Jesus Christ; Vice President, Executive Committee (2013-2015)
- United Soul Ensemble; Advisor (2008-2016)
- The Commission on Racial/Ethnic Diversity (CORED); Affiliate Member & Member (2008-2010)

SKILLS:

IBM PC; Microsoft PowerPoint; Microsoft Excel; Microsoft Word

HONORS:

- Sigma Alpha Pi - The National Society of Leadership and Success; Honorary Membership (2016)
- Fraternity & Sorority Life; Outstanding Multicultural Greek-Letter Council Advisor (2015)
- Fraternity & Sorority Life; Outstanding Sorority University Advisor (2012)
- Bunton-Waller Fellow and Scholar (Undergraduate)

REFERENCES:

Available upon request