

Jennifer “Paige” Oglesby

Education

M.ED STUDENT AFFAIRS IN HIGHER EDUCATION | UNIVERSITY OF WEST ALABAMA | JAN 2020-DECEMBER 2021

- Major: Student Affairs in Higher Education

B.S. HEALTH SERVICES ADMINISTRATION | AUBURN UNIVERSITY | 2013-2016

- Major: Health Services Administration
- Minor: Business

AUBURN UNIVERSITY MONTGOMERY | 2012-2013

- Major: Political Science
- Minor: Business

Experience

DIRECTOR FOR STUDENT AFFAIRS | EDWARD VIA COLLEGE OF OSTEOPATHIC MEDICINE | AUBURN, AL | MAY 2022-PRESENT

- Oversee student organizations and committees on the Auburn Campus and inform student leaders of policies for elections, outreach, and fundraisers, etc.
- Oversee student organization funds using Quicken.
- Oversee and Chair the Via Wellness Program on the Auburn campus.
- Assure appropriate elections, procedures, and programs occur for Student Organization Presidents, Class officers, and the Student Government Association according to College Policy.
- Oversee student organization leadership and faculty advisor trainings.
- Provide professional development programming for VCOM students.
- Assist the Associate Dean with Student Affairs with projects, initiatives, and additional departmental responsibilities as assigned by the college.
- Work with the Associate Dean for Student Affairs on accepted student background checks.
- Works with the Department of Admissions to plan and conduct accepted students’ day and other engagement and retention efforts.
- Participates in recruitment events which target applicants that fit in the VCOM mission.
- Ensure students are provided with information regarding health services provided by VCOM.
- Assures students are informed of on-campus and off-campus resources available regarding Academic Counseling and Mental Health Counseling.
- Assists the Associate Dean with the planning and conduct of the major student affairs program including orientation, white coat ceremony, match day, and graduation.
- Attends student events which may require some weekend and evening events.
- Interfaces with VCOM faculty and administration, and outside vendors.

- Assures to be familiar with and adhere to both the administrative and academic practices, policies and procedures of the College as set forth in the Staff Handbook, College Catalog, and College Policies Manual.
- Update the Student Calendar of Events and work closely with the Associate Dean to keep the calendar updated to balance with the academic schedules (not in conflict with exams, major events, or too many events, etc.)
- Assist the Director of Admissions with recruitment activities at times.

ADMISSIONS COORDINATOR | EDWARD VIA COLLEGE OF OSTEOPATHIC MEDICINE | AUBURN, AL | JULY 2021-PRESENT

- Schedule, prepare, and represent VCOM at off-campus recruitment events (fairs, presentations, etc.)
- Process and maintain admissions confident applicant files
- Co-coordinate and prepare portions of interview day, prepare packets for interviewers, provide driving and walking tours
- Schedule faculty and student interviews
- Support meeting with prospective students and their families when visiting the campus
- Assist in the planning and execution of Open House Days
- Assist the Director of Admissions and other Student Services staff with various administrative duties

MEDICAL EDUCATION SPECIALIST | EDWARD VIA COLLEGE OF OSTEOPATHIC MEDICINE | AUBURN, AL | APRIL 2018-JUNE 2021

- Compile and format exams
- Administer and grade exams
- Maintain and calculate grades in all courses
- Organize and maintain Med Ed files and records
- Communicate effectively with all levels of faculty, staff and students
- Track daily attendance
- Manage invoices for guest lecturers
- VCOM TV-edit and post VCOM TV Videos
- Extensive training in Exam Soft, iClicker, Canvas, Zoom, Microsoft Teams, and Microsoft Suite

HEALTH INSURANCE CLERK | PEDIATRIC CLINIC, LLC | OPELIKA, AL | MAY 2016-APRIL 2018

- Process all Blue Cross Blue Shield insurance remittances
- Process Medicaid insurance remittances
- Schedule patient appointments and execute appointment reminders
- Daily trips to EAMC to collect new baby information

ADMINISTRATIVE INTERN | PEDIATRIC CLINIC, LLC | OPELIKA, AL | JAN 2016-MAY 2016

- Extensive training in office management encompassing receptionist, appointment secretary, referral clerk, insurance and billing clerk, coding specialist, and medical records including medical terminology
- Research Assistant for Mobile Health Unit

OFFICE ASSISTANT | CITY OF AUBURN SOFTBALL COMPLEX | AUBURN, AL | AUG 2012-DEC 2015

- Supervise purchasing and stocking of all concession supplies, food, and beverages
- Prepared work schedule for all complex employees for both league play and specialty tournaments
- Managed documents required for all recreational activities of the complex

Volunteer Experience

CHAPTER ADVISORY BOARD FOR KAPPA DELTA SIGMA LAMBDA | OCTOBER 2019-PRESENT

- CAB: Vice Chair

DISTINGUISHED YOUNG WOMAN OF COFFEE COUNTY BOARD MEMBER | JANUARY 2013-PRESENT

- Choreographer and Production Coordinator