

Niki Stanley

Design and Information Professional

COLUMBIA, MO 65202

573-808-3638

niki.stanley@gmail.com

nikistanley.com

PROFESSIONAL EXPERIENCE

March 2014 to
August 2016

Senior Educational Program Coordinator

Division of Inclusion, Diversity & Equity, University of Missouri

Coordinated campus-wide diversity education programs and professional development for faculty and staff. Developed self-paced e-learning modules and educational materials using a variety of technologies and platforms. Co-facilitated monthly Diversity 101 online course through Blackboard. Provided consultation services for faculty and teaching assistants.

Key Accomplishments

- Co-developed a six-part diversity and inclusion curriculum with faculty in the Communication Department using animated avatars and Articulate Storyline. Modules were piloted with Freshman Interest Groups and Learning Communities.
- Designed self-directed e-Learning module (responsive HTML) on inclusive hiring practices for academic searches. Included interactive scenarios and job aids (understand.missouri.edu/search).
- Co-developed and facilitated a two-day workshop for diversity educators on building usable and accessible online diversity courses.

April 2010 to
March 2014

Senior Multimedia Specialist

Division of Inclusion, Diversity & Equity (Chancellor's Diversity Initiative), University of Missouri

Designed promotional and educational materials (print, web, digital ads, etc.). Developed social media strategy and managed day-to-day social media communications. Took photographs and video for communications projects. Oversaw graduate student writer.

Key Accomplishments

- Created and managed centralized web hub for campus diversity information and services.
- Collaborated with education team to develop "Diversity, Difference, and Conflict" and "Civility, You, and Mizzou" e-learning modules (HTML) for faculty, staff and students. "Civility, You, and Mizzou" is now being used at other universities.
- Developed print bulletin board educational kits on bias and cyberbullying to support departmental educational initiatives.
- Coordinated 2012 MizzouDiversity Summit and launched Mizzou's first-ever Human Library event to promote learning across cultural differences.
- Co-presented a session on promoting diversity and inclusion at a predominantly white institution during the 2013 National Conference on Race and Ethnicity in American Higher Education (NCORE).

August 2008
to May 2015

Freelance Web and Information Professional

Collaborated with biochemistry faculty to build website for Maps in Medicine science curriculum modules. Included mapping curriculum activities to Missouri learning standards, obtaining copyright permissions, and implementing a wiki to collect feedback from teachers using the curriculum.

- Designed and developed website and technical manual for University of Missouri Program in Virology and Molecular Therapy to showcase faculty research.
- Developed 10+ web site templates (based on a grid system) for McAllister Software's veterinary content management system.

April 2001 to
August 2008

Internet Administrator—Expert

Web Communications, University of Missouri

Designed, developed and administered key institutional websites. Worked with campus clients to determine needs; conduct benchmarking, task analyses, focus groups, and user interviews; and develop communication strategy. Performed heuristic evaluations of campus websites using industry identified user-centered design and accessibility standards.

Key Accomplishments

- Designed and developed user-centered websites for 35+ websites, including the University's official site (www.missouri.edu) and @Mizzou, the MU's award-winning alumni e-newsletter.
- Successfully managed multiple large web projects at a time, including definition of requirements and objectives, project timelines, staff assignments and client communications for a staff of eight. Projects involved both internal and external design, programming, and content staff.
- Developed campus web policies and guidelines and advocated the use of web standards to improve the quality and consistency of web resources on campus.

November 1997
to April 2001

Information Specialist

*Office of the Vice Provost for Minority Affairs & Faculty Development,
University of Missouri*

Produced departmental websites, publications, PowerPoint presentations, resource manuals, promotional materials and academic hiring forms. Assisted with event programming, including the annual new faculty orientation, department chairs retreat, and Martin Luther King, Jr. lecture.

Key Accomplishments

- Conceptualized and developed a website to centralize academic job announcements for 21 schools, colleges and divisions.
- Wrote successful grant for 1999 Martin Luther King, Jr. Day of Service and organized city-wide Day of Service activities, matching approximately 250 volunteers with 10 community organizations.

EDUCATION & TRAINING

- **Master of Arts, Information Science & Learning Technologies (Library Science)***
University of Missouri, 2012
*Additional graduate-level coursework in educational technology and educational leadership
- **Bachelor of Science, Secondary Education (Art K-12)**
University of Missouri, 1997

TECHNICAL SKILLS & SOFTWARE

PROFICIENCY

Adobe Creative Suite (Photoshop, Illustrator, InDesign, etc.)	● ● ● ● ○
HTML/CSS	● ● ● ● ○
JavaScript	● ● ○ ○ ○
WordPress, Cascade Server	● ● ● ○ ○
Associated Press (AP) Editorial Style	● ● ● ● ○
Mizzou Identity Standards	● ● ● ● ○

VOLUNTEER SERVICE

The State Historical Society of Missouri

September 2011 – May 2012

- Processed the Phi Beta Mu Librarian Oral History collection and converted Missouri Veterans History videos to preferred formats for submission to the Library of Congress.
- Conducted obituary searches in historical newspaper collection to fulfill patron research requests.
- Created map visualization for Missouri Environmental Oral History Project collection using the Library of Congress's Viewshare tool. Included creating and structuring metadata for the collection.
- Judged student web projects for 2012 Missouri History Day state contest.

HONORS & AWARDS

- H.W. Wilson Foundation Scholarship Recipient (2011)
- Council for the Advancement and Support of Education (CASE) Circle of Excellence Gold Medal, @Mizzou E-newsletter and web site (2006, 2004)
- Council for the Advancement and Support of Education (CASE) Circle of Excellence Bronze Medal, MU Undergraduate Admissions website (2004)