

MICHELLE D. WILLIAMS, MTS, CDE

PROFESSIONAL PROFILE

For over 20 years Michelle D. Williams has worked with people during some of the most formative and stressful seasons of life. Beginning as a social worker with at-risk populations; serving as a pastor walking through life's transitions; working as an advisor/mentor to undergraduate college students; coaching and facilitating diversity, equity, and inclusion trainings; mediating difficult conversations around difference; and as a Dean at a graduate seminary. Michelle brings strong administrative skills, proven programmatic and policy change success, collaborative leadership, an ethic of care coupled with an ethic of justice, and a solid interpersonal development philosophy that seeks to empower, serve, model, and embrace inclusivity.

As a former social worker, Michelle utilizes systems thinking in planning budgets, allocating resources, and accomplishing administrative tasks. Years of programmatic oversight have taught her to lead and model through the lens of this acronym: OATE (Ownership, Accountability, Transparency, and Empowerment). As a seasoned diversity professional, Michelle values the sacred art of listening and strives to model civility and hospitality. She is a Certified Diversity Executive (CDE)® through the Institute for Diversity Certification (IDC).

Michelle is a prolific communicator and speaks at conferences, retreats, meetings and workshops on diversity, leadership, soul care, women's empowerment, and spiritual well-being. Along with oral communication, Michelle has a passion for writing and has published several articles, two fiction novels, and is co-authoring a diversity book (geared towards Christian Organizations) for release in the Fall of 2021. She encourages people to follow her journey at www.inpursuitofshalom.com.

HEADLINE

A seasoned Higher Education Administrator and Diversity Professional whose ability to synthesize information into actionable strategies is exceptional. Michelle specializes in DEI training/hiring/recruiting, project management, marketing/communications & building faith-based/ecumenical bridges.

SKILLS &
ABILITIES

Experienced Administrator * Demonstrated strengths in strategic planning, systems analyses, project management, and solution implementation * Experienced Diversity, Equity and Inclusion Trainer and Cross-Cultural Communicator * Web-site content design & social media management * Interdisciplinary Collaborations & Bridge-building * Crisis Response and Threat Assessment * Collaborative Leadership and Team-based Decision Making * Experience meeting and event planner * Excellent verbal and written communicator * Effective fiscal manager of multiple budgets * Relational-Ministry Focused

EDUCATION

Anderson University School of Theology, Anderson, Indiana

- Masters in Theological Studies, *May 2015*
- GPA: 3.90
- Academic honors: Professional Distinction in Pastoral Theology

Wright State University

- BA in Psychology, *December 1997*

PROFESSIONAL
EXPERIENCE

Principal Consultant & Bridge Builder

December 2019 – Present

Shalom Consulting, Englewood, OH

- Chief Consultant specializing in providing peace of mind to individuals, churches, and organizations in transition. We provide temporary assistance with administrative, pastoral care/pulpit supply, interim staffing, leadership coaching and development, and crisis management advisement.
- Provide diversity training for churches, institutions, corporations, and associations.
- Host “Let’s talk” retreats for groups seeking to bridge the listening gap across racial and ethnic lines.
- Host “In pursuit of shalom” retreat for writers, readers, and worn-out women.
- Assist organizations with outsourced administrative projects (policy/procedure, Project management, training, editing, HR screening/interviewing) & communication needs (website design/updates and social media management).
- Specialize in crisis response intervention (Title IX, D&I incident – gender/race/workplace harassment incidents).
- Speaker, Facilitator, Freelance Writer, Strategic Advisor.

Dean of Students

June 2015 – December 2018

Gordon-Conwell Theological Seminary, South Hamilton, MA

- Responsible for creating and maintaining a safe, healthy, and supportive campus environment and culture that synthesizes the intellectual, physical, social, emotional, and spiritual development of students in a holistic way.
- Direct and supervise the daily operations of the Department of Student Life Services. Vision casting and responsibility for ensuring the actualization of departmental and Seminary mission statements.
- Supervise and evaluate strategies and programs in the following areas: housing and residence life, international students, campus safety, student government/leadership, student health

insurance, family programming, and counseling. Overall supervisory responsibilities include: 12 professional staff and 52 student employees.

- Serve as Title IX coordinator for the institution with training and investigation responsibilities.
- Primary student conduct adjudicator and chair of conduct review committee. Serve as primary crisis responder in campus emergency situations.
- Serves as ADA coordinator for the institution.
- Provide personal/career counseling, academic advisement, and overall care and compassion to entire student body.
- Responsible for oversight of seminary student organizations (including student government association and interest clubs).
- Overarching budgetary responsibility for 12 distinct budgets under Student Life Services.
- Planning and execution of 9 seminary-wide events; including Fall and Spring New Student Orientation. As well as annual kick-off Clamfest for 700 people.
- Responsible for annual evaluation and editing of student handbook policies and procedures.
- Designated member of the President's Leadership Team.
- Primary responsibilities are fulfilled at the Hamilton Campus, however, supports the other three campuses as needed and appropriate.

Assistant Dean of Students

August 2010 – May 2015

Anderson University, Anderson, IN.

- Direct and supervise the daily operations of the Department of Student Life in the absence of the Dean of Students.
- Serve on Department of Student Life leadership team responsible for ensuring the actualization of departmental and University mission statements.
- Supervise University Health Services, International Student Services, Multicultural Student Services, and Student Government Association. Overall supervisory responsibilities include: 4 Professional staff and 32 student workers.
- Planned and executed five (5) international travel trips for student groups; including Uganda (2), Mexico City, and Ghana (2).
- Planned and executed several domestic group trips for students; including Chicago, Pennsylvania, Jackson, MS (4), and New York.
- Adjudicate student conduct/discipline cases and serve as crisis responder in campus emergency situations. Work closely with campus police and familiar with Title IX regulations and policies.
- Provide personal/career counseling, academic advisement, and overall care and compassion to entire student body.
- Responsible for oversight of University student organizations (including student government association, social and interest clubs). Budget, leadership development and staff oversight included.
- Additional responsibilities include: leadership training and developing, policy/procedural development and implementation, and supervision of social club recruitment week (with emphasis on anti-hazing behavior).

Director, Cultural Resource Center

August 2010 – May 2015

Anderson University, Anderson, IN.

- Responsible for oversight of the Cultural resource center. This includes budget and staff management of International and Multicultural Student Services.

- Advise International Student Director on issues of International student admissions, including SEVIS, immigration concerns, orientation/cultural shock, and financial aid.
- Responsible for developing training curriculum and executing diversity training workshops for student leaders and faculty/staff. Promote Inclusive campus environment through admissions presentations, programming, and leadership development.
- Assist Admissions with recruitment efforts for international and multicultural students.
- Provide personal/career counseling, academic advisement, and overall care and compassion to diverse student population.
- Advisor to the following Multi-ethnic student organizations: Team Elite, AU Gospel Choir, Multicultural Advisory Committee (MAC Team), and Massey Scholars.

Director, Multicultural Student Services

July 2008 – May 2015

Anderson University, Anderson, IN.

- Advocate for domestic multi-ethnic students in issues involving unfair treatment and discrimination both inside and outside the classroom.
- Act as Liaison between faculty/students and student/student to resolve conflict and assist with cross-cultural dialogue.
- Oversight of orientation programming for incoming multi-ethnic students to help reduce culture shock and acclimate students to campus culture.
- Provide personal/career counseling, academic advisement, and overall care and compassion to diverse student population.
- Assist Admissions with recruitment efforts for multicultural students.
- Collaborate with multiple departments to host annual MLK day celebration, Heritage week events, chapels, forums, and workshops.

Registration Coordinator

November 2005 – October 2007

American College of Sports Medicine

- Manage and coordinate registration for the Colleges five annual meetings (total of 7500 attendees). This includes supervision of registration staff and part-time help.
- Data entry; payment processing; and accounting of registration fees. Responsible for department budget management.
- Manage and coordinate all on-site registration processes. Including hiring and supervision of convention staff, badge design, and overall set-up of registration counters.

CAP Program Coordinator (Grant Funded)

June 2004 – November 2005

PACE/OAR, Inc., Indianapolis, IN

- Managed daily operations for satellite office located in the Martindale-Brightwood community. Supervision of staff of 3 persons. Served as agency liaison to this community.
- Responsible for providing case management to clients who were transitioning back into society after incarceration. Case management duties included: assisting with employment placement, housing, food, clothing, transportation, identification and any other basic need.
- Responsible for building a network of partners and collaborators within the community to assist with client needs. Networking included attending meetings, writing proposals, and numerous presentations.
- Responsible for providing grant funder with reports and updates.

Casemanager/TU Student Coordinator

March 2002 – March 2004

Big Brothers & Sisters of Green County, Tulsa, Ok

- Responsible for interviewing, screening, processing, training, and supervising volunteers and clients. Supervised caseload of approximately 65 clients.
- Advisor for college student organization of approximately 150 mentors
- Responsible for overseeing budget allocations and general development of student organization.
- Managed site-based program on the campus of the University of Tulsa. Duties included: coordinating targeted agency recruitment of volunteers & campus programs: supervising daily operations of office; organizing annual recruitment fairs and events: and serving as agency liaison to the University.

HeadStart, Family Support Specialist

October 2001 - February 2002

Family & Children’s Service, Inc. Tulsa, OK

- Responsible for providing one-on-one case management to families enrolled in HeadStart.
- Served as a “resource-broker” to families in need.
- Served as a motivational guide to help families achieve goals and work towards self-sufficiency.

Project Youth Connect, Professional Mentor/Advocate (Grant Funded)

April 1999 – October 2001

Family & Children’s Service, Inc. Tulsa, OK

- Responsible for planning and facilitating of Family Strengthening workshops and seminars.
- Developed and maintained relationships with school administration (principal, teachers and counselors) by hosting groups on-site; attending meetings and serving as agency liaison.
- Responsible for developing, facilitating and conducting weekly life skills groups with youth ages 11-13.
- Responsible for developing, planning, and conducting weekly one-on-one personal growth activities with “At-Risk” youth.

TEACHING
EXPERIENCE

Annual Guest Lecturer, MACO: Career Counseling, *Counseling & the SA Professional*
2016-2018
Annual Guest Lecturer, *Sociology 2104: Race and Ethnicity in America*
2009-2015
Annual Guest Lecturer, Leadership Seminar, *Leading as a Diverse Interpreter*
Fall 2009 – 2015
Lecturer, Freshman Leadership Experience, *College Survival 101*
Spring 2012 - 2015
Occasional Lecturer, ED 5110: Multicultural Education, *Institutional Racism*
Spring 2011, Fall 2012, and Fall 2013
Annual Guest Lecturer, First Year Experience: LART 1050, *Intercultural Competence*
Fall 2009 - 2015

SELECTED
PROFESSIONAL
PRESENTATIONS

The Sacred Art of Listening, Workshop, Salvation Army Intercultural Ministries One Conference, Westin Chicago Northwest.
October 2019

Intercultural Competency for Church Planters, Episode #13, Plant Strong Podcast: Empowering Women in Church Planting, Bloom and Stadia Church Planting.
October 2018

Community Life at GCTS, New Student Orientation, Gordon-Conwell
2015-2018

Weepers, Watchers, Wonderers, Justice Week Chapel, Gordon-Conwell
March 2018

You Never Stop Fighting for your Own, Justice Week Chapel, Gordon-Conwell
March 2016

Wash Me, Lord, Anderson University School of Theology Chapel
April 2014

Fears, Doubts, and Concerns, Multicultural Parent Orientation Presentation
2008 - 2015

Living in a Diverse Community, New Student Orientation, Anderson University
2008 – 2015

RD Conversations, Resident Hall Directors Cultural Competency Building Training
2010 – 2015

DOSL Residence Life Training, Training for Resident Hall Student Staff
2008 – 2015

Intercultural Competency, DOSL Professional Staff Retreat
2008 – 2015

Embracing Differences, Peer Mentor Training
2008 – 2015

Intercultural Competency, Student Leadership Training
2008 – 2015

Developing Multicultural Organizations, Mosaic Diversity Committee
Fall 2014

Between Sisters: The Feminine Practice of Reconciliation, Workshop, CHOG North American Convention.
June 2011

Can't We All Get Along, Creative Dining Diversity Training, Anderson University
March 2011

I See You, Black History Month Chapel, Taylor University
February 2011

Embracing the Other, Black History Month Chapel, Anderson University
February 2009

PROFESSIONAL
DEVELOPMENT
WORKSHOP
CREATION AND
FACILITATION
(SAMPLING)

- Let's Talk: Workshop for Writers, Readers, and Worn-out Women (90 min)
- The Sacred Art of Listening (90 min)
- Resilience in Hard Times (60 min)
- What's in a name? Reconciliation or Anti-Racism (90 min)
- Cultural Conversations: Language Matters (90 min)
- Racism and the Church (90 min)
- Intersections of Race and Poverty (90 min)
- First Generation College Student and Bridging the gaps (60 min)
- Introduction to Intercultural Competency (60 min – 3 part series)
- Intercultural Competency cont'd (60 min – part 2)
- Becoming more Interculturally Competent (60 min – part 3)
- Is White Privilege a myth? (90 min)

- Social Justice in the Bible (90 min)
- Restorative Justice in Christian Higher Education (60 min)

PROFESSIONAL
DEVELOPMENT
AND RESEARCH

Title IX: Bystander Intervention, Sexual Assault Awareness, Participant & Trainer
2015 - Present
Legal Issues in Higher Education, Participant
2015-Present
Multi-Ethnic Strategic Alliance (MESA), Cohort of Multicultural Directors at Christian Colleges,
Salter-McNeil and Associates Initiative
Fall 2010 – Spring 2012
National Conference on Race and Ethnicity (NCORE), Participant
2012 – 2014
“*Justice Re-Imagined at Anderson University: Exploring a Shift Towards Restorative Justice*”,
Introduction of new discipline philosophy within campus judicial process. MTS Capstone
Project, Ministry of Biblical Reconciliation.
December 2014

PROFESSIONAL
MEMBERSHIPS
AND
INVOLVEMENT

Association of Christians in Student Development (ACSD)
College Student Educators International (ACPA)
Student Affairs Administrators in Higher Education (NASPA)

SERVICE

Committees

- Changing Student Demographic Committee, *Chair*
2017-2018
- Refugee Housing Committee, *Chair*
2016-2018
- Risk/Crisis Management Team
2015-2018
- Pastoral Guidance Committee, *Chair*
2015-2018
- Institutional Mosaic Diversity Committee, *Chair from 2010 – May 2014*
member 2008 – 2015
- Financial Aid Student Appeals Committee
2010 - 2015
- Admissions Committee
2010 - 2015
- Housing Appeals Committee
2008 – 2015
- Campus Theme Selection Committee
2008 –2015
- Martin Luther King Jr. Celebration Committee, *Chair*
2008 – 2015
- Student Success Team
2013 - 2015
- Strategic Enrollment Planning Committee
2013 – 2015
- Dean of Students Search Committee, *Chair*
October 2014

- First Year Experience Advisory Council
2013 - 2015

Community involvement

- African-American Women in Higher Education-New England, Board Member
2015-2018
 - Pastoral Leadership Team, Destiny Christian Center
2008 - 2013
 - Anderson City-wide MLK Planning Committee
2008 - 2015
 - Dove Harbor, Women's Transitional Housing, Board Member
2010 - 2012
 - Big Brothers and Sister's Mentor
2010 - 2014
-