



Donna Donovan &lt;ddonovan@natickma.org&gt;

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**Volunteer Committee Application form**

1 message

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**Liz Smith-Freedman** <liz.smithfreedman@gmail.com>  
To: selectmen@natickma.org

Tue, Jan 22, 2019 at 1:44 PM

January 22, 2019

Natick Board of Selectman  
Natick Town Hall, 2<sup>nd</sup> Floor  
13 East Central St.  
Natick, MA 01760

To the Board of Selectmen:

Please consider me a candidate for the appointed position representing Natick on the school committee of Keefe Regional Technical School. As an educator, a resident of Natick, and a graduate of the Citizen's Leadership Academy, I would be honored to serve the community in this capacity.

As you can see from my attached resume, I have a Master of Arts in Teaching from Tufts University in Secondary Education. However, the majority of my professional career has been as a college administrator in a variety of institutions, both private and public, liberal arts and specialized colleges and universities. My career has provided me with the opportunity to work with students from diverse educational backgrounds, including students from vocational high schools.

During my time in higher education, I have witnessed many avenues to success, not all involving a college degree. My interest in being part of the Keefe Tech community is to support an institution that offers a variety of educational paths to the future, including, but not limited to, college preparation. Additionally, the lack of female representation in the higher paying trades, such as plumbing, electrical, and landscape management, is concerning and I would like to learn what can be done to encourage more girls to pursue these studies.

On a personal level, my time in the Citizen's Leadership Academy provided me with a better understanding of municipal services and the importance of volunteers to the growth and development of a community. Anecdotally, I find that many people within Natick are unaware of the rich educational opportunities available at vocational high schools. I welcome the opportunity to develop Natick's relationship with Keefe Tech and advocate for the educational programing available at this unique institution.

Thank you for your consideration.

Sincerely,

Elizabeth Smith-Freedman  
(Resume and application form are attached.)

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**2 attachments**

**Elizabeth Smith-Freedman**  
60 Park Avenue, Natick, MA 01760  
508-259-4537  
[Liz.smithfreedman@gmail.com](mailto:Liz.smithfreedman@gmail.com)  
*She, Her, Hers*

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**PROFESSIONAL EXPERIENCE:**

**Associate Dean, Academic Resource Center**

Massachusetts College of Art and Design, Boston MA

January 2016 to Present

- Led the transition of the Academic Resource Center from 3 separate programs to a unified resource supporting all students by evaluating staffing needs, realigning budgets, and collaborating with campus partners, such as Counseling and Wellness, Student Development, Office of Diversity, Equity, and Inclusion, and International Programs; managing 4 full time professional staff, 7 part time professional staff, and 2 graduate assistants; developing new mission, vision, and goals; assessing available data on student success; realigning job descriptions to meet current need; creating opportunities for greater responsibility and/or promotion.
- Manage all functions of the Academic Resource Center including Academic Advising, the Writing Center, Success Coaching, Student Accessibility Services, and Peer Tutoring; providing guidance to students with complex academic issues including leaves of absence, withdrawals, illnesses, and disability related accommodations; developing outreach programs to encourage students to seek support including after hours programing, workshops, Advising-to-Go, and major selection events; representing the department at college-wide events such as New Student Orientation, Transfer Orientation, and Accepted Student Days.
- Supervise the Academic Compass program, which provides academic and social supports to students from underperforming high schools including student selection, programing, budgeting, and training and guidance to faculty mentors.
- Provide leadership to the College community through committee work including co-chairing the Assessment and Care Team, and the International and Intercultural Opportunities Committee; Anti-Racism Dialogue Program Group Facilitator; membership on the Administrative Council, Budget Advisory Committee, Academic Standing Committee, Mental Health Task Force and its Subcommittee on Neurodiversity, ADA Committee, and various search committees
- Collaborate with faculty, students and families to create partnerships that ensure the development of students by facilitating an understanding of college policies and procedures; mediating conflicts; developing plans for students to successfully complete coursework; setting expectations for classroom behavior that supports the needs of both students and faculty; and directing individuals to outside resources, when necessary.

**Assistant Dean, Academic Support Services, Worcester & Manchester Campuses**  
MCPHS University (formerly Massachusetts College of Pharmacy and Health Sciences)  
August 2007 to December 2015

- Oversaw the provision of academic support to health science students on the Worcester and Manchester campuses by supervising 5 full-time employees; managing a budget of \$414,00; supporting a diverse student body including adult students, first-generation college students, international students, and on-line students; providing outreach to students at-risk; creating and presenting workshops on test taking strategies, time management, and study skills; developing academic improvement plans for students on academic warning and probation; recruiting, hiring, and training peer tutors; providing writing and citation support to students through workshops and individually; assessing learning outcomes and student success data.
- Provided leadership to faculty and students on academic policies and complex student issues such as leaves of absence, probation, dismissal, and non-progression; training faculty advisors on developmental advising techniques; collaborating with Student Financial Services and Office of the Registrar to assure ease of reentry for students returning from leave; participating in bi-weekly meetings on crisis prevention and students of concern; serving in the administrator on call rotation; managing campus-wide Academic Standing Committee; tracking and analyzing retention and student success data.
- Served as a member of the Student Affairs Leadership Team by mentoring new professionals; planning department retreats and trainings; collaborating on commencement planning and execution; managing New Student Orientation for the Worcester campus.
- Directed Disability Support Services for the Worcester campus including working with students to determine appropriate accommodations; collaborating with Information Services on adaptive technology; communicating with faculty and staff to ensure ADA compliance and accessibility of classroom material; working with facilities staff to improve physical access; collaborating with residence life and housing; recruiting, hiring, and training readers, scribes, and note takers; connecting with outside resources such as Mass Commission for the Deaf and Hard of Hearing to obtain services for students; coordinating with CART providers and captioners; ensuring the timely delivery of services; supporting students in a variety of educational programs including on-line students.

**Director of Student Disability Services**

Regis College, Weston, MA  
September 2005 – July 2007

- Ensured the accessibility of education and facilities to students at this small, diverse liberal arts college by training faculty and staff on compliance with the ADA; working with students and parents to determine appropriate accommodations; interpreting medical and psycho-educational reports; ensuring that requests for accommodation were fulfilled by faculty; creating new policies on documentation and requests for services.

- Collaborated on enrollment efforts by participating in outreach to high school students with the Office of Admission, providing information on Disability Support Services.
- Served as a member of the Academic Support and Advising team by creating and teaching “Mini-Versity”, a series of workshops designed to improve study skills and use of campus resources; providing CRLA training to peer tutors; assisting in the development of First-Year Seminar and Second-Year Seminar programs; teaching workshops to students looking to obtain Massachusetts Educator Licensure.

### **Director of Academic Support**

#### **Academic Coordinator for Students with Disabilities**

Framingham State College, Framingham, MA

February 2000 to September 2005

- Directed campus academic support services; supervised 10 professional tutors and 10 peer tutors; served as academic advisor to students with undeclared majors; assisted with class registration and selection of major; created a study program for student athletes; instructed workshops on test taking, time management, and study skills for first year students.
- Coordinating support for students with disabilities including reviewing documentation; determining appropriate accommodations; ensuring accessibility of curriculum and facilities; collaborating with faculty; meeting with parents and students to set expectation.
- Managed PLUS, a TRIO program for 25 first generation college students to ensure their success in the first year by selecting and assigning individual peer tutors; creating workshops on access to college resources; advising students on course selection and choosing a major.

### **PROFESSIONAL PRESENTATIONS:**

NACADA National, October 2018 *Success By Design*

NASPA Well-Being and Health Promotion Leadership Conference, January 2018,  
*Embracing Neurodiversity, A Model for Changing Campus Culture*

AICAD Student Success Conference, June 2017, *ACT for Student Success: Lessons from MassArt’s Assessment and Care Team*

NASPA Region 1, November 2013, *What Our surveys Inspired Us To Do for Our Grad Population.*

ASAHP, October 2013, Poster, *Readiness for Scholarly Writing Among Baccalaureate Nursing Students*

NACADA Region 1, March 2010, *Pre-empting Probation: Advising At-Risk Students*

### **EDUCATION:**

**Tufts University**, Master of Arts in Teaching

**Bates College**, Bachelor of Arts



## Committee Application Form

Town of Natick  
Board of Selectmen / Town Administrator  
13 East Central Street  
Natick, MA 01760  
(508) 647-6410  
[selectmen@natickma.org](mailto:selectmen@natickma.org)

**Thank you for your interest in serving the Town of Natick.** Please use this form for appointments made by the Board of Selectmen or the Town Administrator. You may also provide a letter and/or resumé. After we receive your application, you will be contacted regarding next steps.

Position applied for: Natick Rep, Keefe Tech School Committee

Please check if this is a ☒ new appointment or ☐ reappointment

Name: Elizabeth Smith-Freedman

Address: 60 Park Ave

Phone: 508-259-4537

Email (optional): liz.smithfreedman@gmail.com

Relevant experience: 20 years as an educator  
Citizen's Leadership Academy Graduate  
(see attached resumé)

Relevant education: Master of Arts in Teaching,  
Tufts University

Please check if you... ☒ are familiar with the State Ethics Law

☐ have attended a State Ethics Law seminar

Please check if you are enclosing a ☒ letter and/or a ☒ resumé

Signature: Elizabeth Smith-Freedman

*Send to Board of Selectmen, 13 East Central Street, Natick MA 01760; fax (508) 647-6401*

January 22, 2019

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Natick Town Hall, 2<sup>nd</sup> Floor  
13 East Central St.  
Natick, MA 01760

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Elizabeth Smith-Freedman