

**NATIONAL COUNCIL OF UNIVERSITY RESEARCH ADMINISTRATORS**

**REGION VII**

**NOMINATION FORM ELECTION 2021**

**Nominator:**

Name: Noelle Strom

Institution: University of Denver

Position: Grants & Contracts Administrator

Phone: 303-871-4009 Email: [noelle.strom@du.edu](mailto:noelle.strom@du.edu)

**Candidate Information:**

- Select One:     Chair-Elect (2022)  
                   Treasurer-Elect (2022)  
                   Member-at-Large (2022-2023)  
                   Secretary (2022-2023)

Name: Noelle Strom

Institution: University of Denver

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**Nominator's Statement of Candidate's Qualifications:**

I am currently serving as the NCURA Region VII Newsletter Editor and the Communications Committee. I have also served as the Secretary for several other organizations, such as DU Speaks Toastmasters, Phi Beta Kappa Gamma Chapter of Colorado, and DU's Women's Staff Alliance for Networking and Development (WAND). I'm looking forward to serving our region!

**Attachments:**

- 1) Candidate's personal statement
- 2) Candidate's resume
- 3) Candidate's photo (head shot)

**Submission Deadline**

**Submit required documents via e-mail to: Natalie Buys, Chair- Elect, Chair of Region VII Nominations and Elections Committee: [NATALIE.BUYS@CUANSCHUTZ.EDU](mailto:NATALIE.BUYS@CUANSCHUTZ.EDU) on or before **Friday, June 18 2021.****

# Noelle Strom

Denver, CO | noelle.l.strom@gmail.com | 719-306-5625

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## Professional Experience

### **Grants and Contracts Administrator, University of Denver—** Oct. 2019-Present

- Proposal preparation: assist Principal Investigators with guideline interpretation, budget development, and proposal review
- Grant and contract administration: monitor milestones and deliverables, maintain compliance standards
- Post award administration: complete necessary expenditure approvals, effort certifications, award compliance reviews, financial reports and award closeouts

### **Assistant to the Chair, Political Science, University of Denver —** May 2018-Oct. 2019

- Provided general office management and administrative support
  - Maintained two \$50,000 department budgets
  - Managed travel, reimbursements, and department P-cards
  - Coordinated faculty and staff hiring processes
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## Education

### **University of Denver**

Doctor of Education in Higher Education, 2023 (anticipated)

Certificate of Advanced Study in Project Management, 2020

Master of Business Administration, 2016

Bachelor of Music in Horn Performance, *Magna Cum Laude, Phi Beta Kappa*, 2015

### **University of Colorado Boulder**

Master of Music in Horn Performance, 2018

*Theses: Jan. 2018: "Horn Through the Ages"*

*Apr. 2018: "Music for Colorado"*

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## Professional Memberships/Activities

National Council of University Research Administrators (NCURA), Member

Toastmasters International, DU Speaks Secretary

Phi Beta Kappa, Gamma of Colorado Secretary