

Alexus Robertson NCURA Member-At-Large Personal Statement

I'm submitting myself for consideration for the NCURA Region VII Member-At- Large officer position. When reviewing the service opportunities I find that the pillars of leadership I learned participating in the LeadMe program will be very useful in this role. The program has given me a perspective on leadership to make a team thrive. The Leadership Challenge pillars helped me create my voice and skills as a supervisor. I currently use the information to further support NCURA and my organization to excel in efficiency and positive social culture.

The expectations of the Member-At-Large position align with many of my current service activities I provide NCURA. I am currently an active member of NCURA and participating in the LeadMe program as a mentor to the current cohort. I can transfer these skills to assisting new members acclimate to the NCURA environment. I'm presenting at the National conference and Regional VI & VII Meeting, and co-leader of the Human Capital and DEI track for the 2025 Pre-Award Research Administration meeting in San Diego. All of which will provide valuable service skills to practice in the Member-At-Large role.

I value the people and the information I have experienced attending NCURA conferences and believe giving a service back to the organization will help the role of Research Administrators be more recognized and support the community to excel. The more we participate in the organization allows for more minds to share obstacles and solutions. We can continue to progress and move forward if we support each other.

Thank you for your consideration.

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Assistant Director, Operations

📍 Tempe, Arizona
📞 (917) 683-2695
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Summary

Visionary and creative leader who elevates structure and operations through implementing organization and clear process design to create systemic cooperative habits that sustain business growth and stability. A driven and motivated learner that cooperatively works to provide quality research administration.

Highlights

- Administer 5 million dollar annual budget
- Served as Faculty Associate at ASU Leadership and Integrative Studies
- Pre Award, Post Award, Research Development Administration
- Conference and Workshop Event Planning
- Yellow Belt: Diversity & Inclusion Certification
- Project Management Certified
- New process and procedure implementation
- Business development support
- Certified Level 1 Sailing Instructor
- Staff ASU Sailing Club Advisor

Professional Experience

Assistant Director, Operations

2022-03 - Present

ASU Center for Gender Equity in Science and Technology and Grant Support at SST

- **Budget and Fiscal Management**
 - Administered 5 million dollar annual operating budget.
 - Lead team with day to day operations of the Center.
 - Grant manager and PCard allocator.
 - Monitor expenditures, reconcile accounts, advise and determine purchase allowability.
 - Examine and submit journals, supplier invoices, set up independent contractor agreements, and provided documents needed for Pcard verification.
 - Prepare comprehensive budgets that include forecasting, justifications, and create monthly reporting narratives.
 - Budget Position Control
 - Vacancy Savings Tracking
 - Fiscal Year End
 - Quarterly Forecasting
 - Supplemental Pay / Staff Waiver Set up
 - Account Reconciliation
 - Fabricate budget control procedures. For example, originated a shadow system for all center (gift) foundations (3), sponsored (15), and non-sponsored (8) accounts.
 - Participate in the formulation of departmental goals, objectives and priorities.
- **Research Administration**
 - Research Development, Internal Seed Grants, and Sponsored Accounts Clean Up Management at School of Social Transformation (SST)
 - Meet 1:1 with multiple faculty and use Airtable to plan out sponsored goals and deliverables.
 - Facilitate professional development and training for faculty and subordinates.
 - Analyze processes and procedures and recommends measures to improve the effectiveness and efficiency of research administrative services.
 - Preside over team compiled of post-award, pre-award, and research development staff to create a new cohesive department at SST.
 - Assists in the implementation and design of new systems as required for efficient functioning of the office.
 - Pre-Award
 - Review funding announcement and provide guidance and contact sponsor for clarification.
 - Draft budgets and justifications with PI and review their scope of work in compliance with funding announcement guidelines.
 - Act as administrative resource for new and at risk account set up, cost share agreements, sub-award and sub-recipient document compilation and submission.
 - Collaborate with ORSPA on submittals and monitor compliance requirements based on government, Institution, and Sponsor regulations.
 - Post Award
 - Create, compile documents, and review Award Modifications, re-budgets, Investigator Allocation Changes, No Cost Extensions, Payroll Redistributions.
 - Account monitoring, reconciling, effort tracking and reporting, expense transfers, account close out, and invoice monitoring.
 - Record maintenance, finance management, oversee procurement, and administrative responsibilities.
 - Provide cradle to grave assistance to principal investigators and partners.
 - Monitored awards for NSF, DOD, Privately Funded, ASUF, and ACF.
- **Personnel and Human Resources**
 - Collaborate with the Executive Director on CGEST fiscal support and HR needs.
 - Participate in the job posting creation, interviewing, hiring, training, and onboarding.
 - Employee payroll mapping and allocation.
 - Carry out supervisory duties in accordance with CGEST's and ASU's policies and applicable laws.
 - Lead ASU Edge employee reflection conversation.
- **Administrative**
 - Supervise cooperative work between CGEST staff. Including facilitating 1-1 meetings, team meetings, schedule review, and enforcing timely communication to all stakeholders.

- Analyze administrative, personnel, academic and operational functions.
- Approve travel in Concur for CGEST staff, students, and researchers.
- Develop, implement, and maintain administrative policies and procedures.
- Serve in an advisory role to Executive Director, faculty associates, stakeholders, staff on the Center and fiscal health matters.

Director of Operations

2016-07 - 2022-03

RAKATEKT - Custom Concrete and Wood Furniture Manufacturing Small Business

- Built the organization from the ground up.
- Guide strategic planning efforts with staff and assess infrastructure. Direct quality improvement process.
- Deliver targeted high-profile promotional strategies and locked out competitors with exclusive agreements.
- Edit website, product listings, draft content for marketing and social media outlets.
- Observe financial plans and product inventory to ensure company-wide operational compliance.
- Apply revenue margins as a resource tool for reimagining business goals to maximize profits.
- Direct the project management tasks for manufacturing orders and shipping deadlines.
- Oversees financial forecast development, including mid and long-ranged budget planning models, and conduct scenario analysis to support administrative decision-making.

Assistant Director, Administration

2020-07 - 2021-07

ASU Center for Gender Equity in Science and Technology

- **Started as Assistant to the Director 2019-07 then promoted to Assistant Director, Administration.**
- Conference planning member for the Women of Color STEM Entrepreneurship Conference in person Hawaii event and then assisted with transition to virtual setup due to COVID.
- Orchestrated multiple STEM focused workshops on behalf of the Center.
- Managed staff and student workers. Assigned day to day tasks to fulfill business objectives involved to maintain CGEST operations and grant projects.
- In the absence of the Executive Director served as her delegate. Assisted in the management of the Center and was a resource for the Executive Director regarding relationships and trends in the department.
- Conjoin CGEST and School of Social Transformation staff to sustain fiscal expectations, reporting accuracy, and scope of work alignment for multiple sponsored and non sponsored ventures.
- Cultivated, implemented, and evaluated Center strategic plan. Worked closely with leadership in forecasting personnel assignments.
- Constructed, mended, and enforced department policies. Resolved problems, issues, and recommended measures to improve effectiveness and efficiency.
- Created job descriptions, hired competent personnel, arranged employee training, and performed staff evaluations.

Office Specialist

2019-03 - 2019-07

ASU School of Historical Philosophical Religious Studies

- Oversaw student workers. Delegated job tasks and discussed performance.
- Maintained a variety of confidential records.
- Monitored, tracked and processed expenses within the appropriate administrative operational budgets.
- Organized free book giveaway event that resulted in positive department morale and inspired new student interest.

Business Operations Specialist

2015-04 - 2019-02

Desert Marigold School

- Supervised team of 6 to implement new volunteer software system.
- Managed HR personnel files to maintain impeccable record-keeping techniques that passed auditing.
- Performed critical administrative duties in support of the Director of Student Support Services.
 - Devised a high volume and multiple participants scheduling calendar.
- Composed effective correspondence independently and worked confidently with discretion.
- Exercised individual judgment in administrative details requiring considerable knowledge, use, and interpretation of district rules and regulations.
- BACKUP ACCOUNTS
 - Provide additional support across all fiscal needs including Accounts Receivable, Accounts Payable, and payroll.

Founding Director & Co-Teacher

2016-09 - 2017-06

Mindful Youth Project - Conscious Caretaking Private Preschool

- Originated program integrating Waldorf and Montessori based curriculum with customized educational and physical learning activities based on each child.
- Ran a 2 day a week Preschool half day program for children ages 3-4, one 7 year old, and 1 special needs 6 year old.
- Administered all paperwork to operate the school and facilitated parent interaction within the program including birthday celebrations and children progress reports.

School Outreach and Academy Teaching Artist

2015-03 - 2016-04

Childsplay Theater

- Designed class curriculum and taught in school outreach programs. In charge of multiple classrooms ranging from 4 - 30 students.

- Provided materials, activities, and lesson plans that convey educational information for children.
- Coordinated with teachers to integrate courses with drama activities.

Finance Advisor

2010-02 - 2012-01

University of Phoenix

- Directed high volume of students to successful completion of programs.
- Bookkeeper for over 400 student accounts. Audit student accounts to ensure correct course invoicing, applied adjustments, and regularly reviewed balances.
- Worked with software programs such as Oracle, IS3, and PeopleSoft to accurately manage student accounts.
- Nurtured a relationship with the graduation team to support student success.

Education

Master of Business Administration - Honors

2012-03

University of Phoenix

Bachelor of Fine Arts - Honors

2005-05

New York University Tisch School of the Arts

- Major - Theater

Faculty Course

OGL 321 Project Leadership, Strategy, and Scope

2021-03 - 2021-05

ASU Leadership and Integrative Studies Faculty Associate (CISA)

Skills

Microsoft Office



Ability to use intermediate design tools in word documents, excel, and powerpoint.

Google Suites



Can efficiently navigate all google suite applications.

Workday



Including journal entries, purchase requests, purchase orders, supplier invoices, gift card processing, PCard verification, spend category organization, and grant administrator dashboard.

Research Administration



Supported FOA review, sponsor communication, budget narratives, justifications, submissions, negotiations, no cost extensions, award modifications, reconciliation, budget reports, and allowability review.

Organizations - Service - Professional Development - Certifications

- Udemy - The Complete Guide to Airtable - Master Airtable (2024-04)
- Tri-University Research Administration Convening (TURAC) Presenter - Going from Good to Great, Starting with Grit (2024-04)
- Tri-University Research Administrator Programmatic Committee Cross-Cutting Track Lead (2024-01 to 2024-04)
- School of Social Transformation Grants Team Presentation (2024-02)
- National Council of University Research Administrators (NCURA) active member
 - NCURA Human Capital and DEI Track Co-Leader for 2025 Pre-Award Research Administration Meeting San Diego (2024-06 - Present)
 - NCURA Region VI & VII Meeting Presenter (2024-09)
 - NCURA 66th Annual Meeting Presenter (2024-08)
 - NCURA LeadMe Program Mentor (2024-03 - Present)
 - NCURA Panelist and LeadMe Presenter: Grow Your Profession: LeadMe Program Q&A with Program Chairs (2023-11)
 - NCURA LeadMe Program Graduate (2023-09)
 - Presented Leadership Project at Regional Meeting - DIY Unicorn - Starting with Humane Interviewing
 - NCURA 2023 Annual Meeting (2023-08)
 - NCURA Post-Award Certificate
 - NCURA 2022 Regional Meeting received Travel Award (2022-09)
 - NCURA 2022 Annual Meeting (2022-08)
 - NCURA Pre-Award Certificate
- Trained Hiring Manager ASU (2022-08 - 2024-08)
- Society of Research Administrators International (SRAI)

- SRAI Basics of Research Training (2022-07 - 2023-07)
- Yellow Belt: Diversity & Inclusion Certification SSGI (2021-07)
- Arizona State University PM Network Board member (2021)
 - Conference Committee Member for ASU Project Management Level Up Summit (2021)
- Project Management Certification SSGI (2020-08)
- Project Management Certification ASU (2020-08)

NATIONAL COUNCIL OF UNIVERSITY RESEARCH ADMINISTRATORS

REGION VII

NOMINATION FORM ELECTION 2024

Nominator:

Name: Alexis Robertson

Institution: Arizona State University

Position: Member at Large

Phone: 917-683-2695 Email: arober55@asu.edu

Candidate Information:

Select One: Chair-Elect (2025)

Treasurer-Elect (2025)

Member-at-Large – 2 year term (2025-2026)

Regionally Elected Member of the National Board of Directors (2025-2026)

Name: Alexis Robertson

Institution: Arizona State University

Position: Member at Large

Phone: 917-683-2695 Email: arober55@asu.edu

Nominator's Statement of Candidate's Qualifications:

Please refer to my personal statement.