

# TRACY L. LUNGRIN

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## EDUCATION

Master of Science in Education | Counseling / Student Affairs  
University of Nebraska at Kearney | May 2001

Bachelor of Science | Organizational Communication | May 1997  
University of Nebraska at Kearney | GPA: 3.73

## PROFESSIONAL EXPERIENCE

### Director | July 2019 – Present

University Career Services | University of Nebraska-Lincoln | Lincoln, NE

- Serve as the lead of the senior administrative team that sets vision, policies and initiatives that impact career development programming campus-wide
- Enroll, support, and teach a 400-level Internship and Field Experiences course each semester that facilitates career and skill development reflection
- Facilitate conversations with employers, recruiters, and workforce development professionals on how to build traction on-campus, while documenting engagements in a CRM tool (Handshake)
- Lead and facilitate collaboration and policy development, resource allocation with seven college-career partner offices and other campus stakeholders.
- Facilitate and oversee the collection of student engagement, internship and experiential learning and post-graduate outcomes data points in collaboration with college leaders
- Monitor student interest/engagement and workplace/industry trends to guide programmatic initiatives.
- Expand diversity and inclusion outreach by providing direct service and partnerships with OASIS, LGBTQA+ and Women's Center, TRIO, Upward Bound, First Huskers, NCPA and W.H. Thompson Scholar programs
- Oversee the development of strong, ongoing relationships with area employers that hire college students for part-time jobs, internships, and full-time jobs.
- Develop and consult on short and long-range operating plans, including budgets, programs and services, personnel, technology/other equipment, and space.
- Provide guidance and leadership to staff, including training, staff evaluation, professional development, and related personnel matters.

### Associate Director Student Experience | April 2017 – July 2019

University Career Services | University of Nebraska-Lincoln | Lincoln, NE

- Led a team of seven Career Coaches to a 30% increase in the total number of appointments and the team's average rate of return % to nearly 40% in the 2017-2019 academic year
- Oversaw the development of learning objectives that provided consistent benchmarks around four key areas that provided more clear and consistent benchmarks for students and advisors
- Recruited, hired, and trained new career advisor/coaches on how to work with students in all stages of career development to include career exploration, gaining experience, articulating qualifications and job search and cultivation

- Led, managed, and motivated a team of seven career advisors to develop new tools and approaches that engaged incoming Millennial and Gen Z students in their career development
- Oversaw and assessed the ongoing measurement of key performance indicators connected to undergraduate career development
- Led, managed, and facilitated ongoing professional development and support for the career advisor team
- Collaborated with members of the Employer Relations team regarding employer events, career fairs and prep nights and office coverage to strengthen relationships with employer partners and the overall team

### **Adjunct Faculty | August 2015 – July 2019**

Department of Counseling and School Psychology | University of Nebraska at Kearney | Remote Position

- Teach 20+ graduate students per semester on career theories, strategies, assessment, and case demonstration to prepare professional counselors to work with clients in school, university, and agency settings

### **Career Advisor | August 2015 – April 2017**

University Career Services | University of Nebraska-Lincoln | Lincoln, NE

- Provided career advising to current students and alumni regarding career and major exploration, experiential learning opportunities, graduate, and professional school applications, resume and cover letter writing, branding, networking, and job search strategies to enhance career and life planning
- Served as the liaison for underrepresented students and partnered with staff in OASIS, WHT, LGBTQIA+, and Upward Bound to deliver customized and engaging career development programming that promotes the services available within the division
- Consulted with staff and faculty in many different discipline areas to develop individualized and engaging career presentations that meet the needs of their students and promote career development activities and services
- Selected to lead the exploring majors and careers workgroup that developed a model to outline the career development process for prospective and current exploring students
- Developed and refined curriculum and teach a section of the exploratory career course (EDPS 150) to infuse more career exploration and development activity into academic coursework
- Led the newly formed Career Services Professional Development Committee of five members to select and coordinate training on best practices and other relevant topics, as well as facilitate collaborative relationships among the division

### **Career Coach, Author and Trainer | September 2013 – August 2015**

CareerCode, Inc | Lincoln, NE

- Co-wrote the CareerCode Book featuring 30 unique code combinations that provide a framework for clients/coaches to analyze and understand career interests in more depth
- Provided engaging individual and group career coaching sessions and workshops, administered career assessments, identified, and narrowed client goals to assist in their career decision-making and life design process

### **Project Manager/Co-Developer | August 2003 – August 2015**

Rehabilitation Counselors, Inc/CareerCode, Inc. | Minneapolis, MN/Kearney, NE

- Oversaw the development of a robust web-based data driven career-person matching system and website, a book and workbook series, and a counselor/coach training program to create the CareerCode product line and brand
- Managed over 10+ professionals and consultants efficiently to include web/book designers, a technical and programming team, marketing, and communications consultants and three certified career coaches to improve the product line and the value proposition to the consumer
- Conducted extensive research on the Holland Theory and labor market data using multiple government sources including the ONET, CIPS, and NAISC databases to differentiate from competing products
- Explored and initiated over 30+ potential business partnerships to enhance the CareerCode brand
- Co-developed a training program for career coaches, school counselors and educators to provide career tools, resources, and a framework to work with students and clients more effectively in career planning

### **SELECTED PUBLICATIONS**

Lynch, J., & Lungrin, T. (2018). Integrating academic and career advising toward Student Success. *New Directions for Higher Education*, 2018(184), 69–79.  
<https://doi.org/10.1002/he.20304>

Lowe, Jan & Lungrin, Tracy. CareerCode: Know Your Code, Find Your Fit. Beaver Pond Press. ISBN: 978-1592984688

### **SELECTED PRESENTATIONS**

Wallace, M., Lungrin, T., & Wilber, E. National Association of Colleges and Employers Conference 2019. A new model for developing career management as a life skill.

UNL Academic Advising Association Regional Conference: What? I'm On A Design Team? February 2019.

UNL Academic Advising Association Regional Conference: Infusing More Career Development into Your Advising Sessions. February 2017.

American Board of Vocational Experts Conference. CareerCode: Deep dive Into Holland Theory. March 2015. Selected to present a pre-conference workshop for over 25+ Forensic Vocational Experts and Psychologists

### **SELECTED HONORS AND AWARDS**

Outstanding Student Affairs Alumna | University of Nebraska at Kearney | May 2014

- Selected by the Counseling and School Psychology faculty as the first alumna to receive this award

College of Education Service Award | University of Nebraska at Kearney | September 2013

- Recognized by the Dean for the College of Education and Faculty for exceptional service to the College

Outstanding Alpha Phi Chapter Advisor | Alpha Phi International Convention | June 2012

- Selected by the Executive Board as one of the top two-chapter advisors from the 158 Alpha Phi chapters