

Natascha F. Saunders, Ed.D., CPCC

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HIGHER EDUCATION ADMINISTRATOR

Optimistic leader able to create an inclusive environment while prioritizing student development. Able to identify and resolve complex issues and anticipate concerns. Advanced communication and mediation skills to maintain relationships with constituents. Adept at advising students, gathering data for strategic planning, and experience creating pathways for academic and career success. Additional expertise in research at the forefront of the field while providing solutions to challenges in higher education.

Admissions | Academic Advising | Fiscal Management | Career Theory | Communications | Data Analysis | Executive Coaching | Experiential Learning | Faculty | Human Resources | Interviewing | Leadership | Mediation | Mentor | Multicultural Counseling | Networking | Programs | Research | Strategic Planning | Talent Acquisition | Workforce Development | Vocation

EMPLOYMENT HISTORY

Harvard University, John F. Kennedy School of Government: Cambridge, MA **2018 – PRESENT**

Associate Director & Career Coach, Office of Career Advancement, Degree Programs & Student Affairs

Administrative Fellow (AFP), Class of 2021 *“Promoting leadership opportunities and careers in higher education.”*

ASPIRE Career Collective, Class of 2022 *“An elite leadership development community for emerging career services leaders.”*

Coaching and Academic Advising

- **Utilize career coaching and programming expertise** to support a diverse graduate-level community of 1100+ students, alumni, and fellows from over 100+ countries, with a broad range of experience spanning over 30 years.
- **Facilitate engaging seminars on career development topics**, utilizing curriculum design expertise to create tailored handouts, develop interactive lectures and activities, and effectively measure learning outcomes for learners of all levels.
- **Provide comprehensive academic advising to students**, guiding them through course selection, evaluating learning outcomes, and ensuring academic success, while maintaining high graduation rates and positive feedback.
- **Conduct assessments analyzing coaching frequencies and appointment types**, interviewing faculty and alumni, and compiling engagement findings to inform the design of targeted career development programs for students.

Program Design and Delivery

- **Collaborated with 4 coaching partners and 4 program directors** to oversee the design and delivery of the MPP and MPA Summer Job Search Orientation for over 200+ students and assess their effectiveness for continuous improvement.
- **Created a strategic partnership with the campus library** to increase the accessibility of services and collaborate with the campus library, resulting in improved career counseling access for over 100 students. *Dean Award!*
- **Conduct thorough reviews and make recommendations on training materials**, career guides, PowerPoint decks, and industry guides, ensuring that they stay up to date with current employer recruiting needs, trends, skills, and opportunities.

Partnership and Relationship Building

- **Demonstrate leadership by fostering relationships** with employers and stakeholders to support recruiting, which increases awareness of the department's practices, and unwavering commitment to the success of students and alumni.
- **Solidify and foster relationships with the Office of Diversity, Equity, and Inclusion**, collaborating on numerous projects and events to integrate and prioritize DEI and belonging into all program management practices.
- **Partner with faculty to deliver seminars** that teach students how to transform their research into effective job search tools, guiding them in identifying skills from the curriculum that can be leveraged to enhance their employment prospects.
- **Manage a \$25,000 budget credit line** to plan successful alumni and student regional networking events in Washington, DC, forecasting expenses and using Concur to track spending and manage program budgets.
- **Maintain availability to serve our 100+ student groups** with specialized career development seminars, industry-specific resume reviews, and timely assistance in troubleshooting grievances and mental health issues.

Leadership and Management

- **Contribute annual feedback of colleagues** to enhance team effectiveness, promote self-awareness, and foster transparent collaboration, resulting in improved team dynamics and individual professional growth.
- **Play a critical role in staff recruitment and selection** by reviewing resumes, interviewing, evaluating skills, and providing feedback to the hiring manager, successfully onboarding top talent to the department.
- **Implement a proactive approach to team development** by seeking training opportunities, including the Federal Advisor Certification, which I submitted for funding, resulting in the entire team receiving training and enhanced skill sets.
- **Collaborate with the data team** to ensure accurate and efficient collection of post-graduation survey data, including tracking student hires, salaries, and international employment, to contribute to developing the employment report.

Harvard University: Internal Committees

Admissions – review and evaluate qualifications of prospectives | **Concerns of Women at Harvard (CCW)** – board member
Cultural Lab Innovation Fund (CLIF) – reviewing new programming proposals | **COVID Response Team** - directed student inquiries | **Next-Gen Initiative** – Programming | **Board of First-Year Advisers** – support students with courses and acclimation.

CONSULTANCY EXPERIENCE**2010 - 2018****YWCA, Malden, MA**

2018

Director of Teen Services

Managed and administered multiple grants, including a \$100K+ Department of Education grant, a \$10K Community Development Block Grant, and a \$15K Workforce Innovation and Employment Board grant, ensuring compliance with all reporting requirements.

- **Managed and supported a team of 19 staff educators** responsible for delivering programs to over 100 students; while ensuring timely payroll processing for all staff and monitoring attendance, vacations, and performance.
- **Met stakeholder expectations by measuring the impact of programs**, achieving goals, and analyzing data from SAYO-Y (Survey of Academic and Youth Outcomes - Youth Survey) to evaluate the program's outcomes for youth participants.
- **Acted as a liaison and advocated** by representing community coalitions, school committees, and policy discussions with the mayor's office, fostering positive relationships with key stakeholders.

MBA EXCHANGE, Boston, MA

2013 – 2018

Senior MBA Admissions Consultant (Founded by Harvard HBS Alum – Dan Bauer)

Advised 50+ candidates on optimizing their portfolios, providing strategic insights, and actionable advice to ensure that their candidacy was compelling to the admissions committees.

- **Leveraged expertise in admissions and scholarship processes** to guide clients in gaining admission to top-tier schools and securing substantial merit-based scholarships, with a track record of success in securing full-tuition awards of over \$100,000+.

CLARENDON REAL ESTATE, Cleveland, OH

2012 – 2016

Human Resource Manager

Conducted reference and background checks using software for domestic and international hires. Curated and posted job descriptions and vacancy announcements. Fielded human resources questions, prepared offer packets, and created exit policies.

- **Onboarded and managed top-performing boutique team** of 4 appraisers through proper vetting, evaluations, and recruiting.
- **Authored policies**, including creating a new employee handbook, exit interview policy, while monitoring compliance matters.

GEORGE WASHINGTON UNIVERSITY, Washington, D.C.

2013 – 2015

Manager of Academic Administration and Student Affairs | Senior Recruitment & Employment Consultant

Scheduled courses, onboarded and managed 50+ faculty and facilitators, coordinated student assessments, processed final grade reports for 500+ students, monitored academic probation, and managed 50+ classes per term.

- **Streamlined the accuracy** of award letters, tracked \$100K+ in scholarship funds, and traveled to execute yield events attracting prospective applicants by evaluating transcripts with admissions, alumni relations, and financial aid.
- **Traveled, recruited, converted leads**, and nurtured interest to complete applications and enroll students in programs.

MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge, MA

2010 – 2013

Employer Relations and Career Programs Manager

Collaborated with top recruiters such as NSA, UBS, BCG, IBM, McKinsey, Accenture, and Apple, moderated employer panels, and provided career counseling to students across various academic levels undergraduate, Master, Ph.D., and Post-Docs.

- **Developed and executed timelines, benchmarks, policies, and procedures** for student recruiting and provided data-driven insights and advertising materials for articles and President's Reports, contributing to effective planning.
- **Analyzed and researched second-round interview policies** at competitive schools, provided analysis viewpoints, and crafted memos to the Executive Director, demonstrating sound analytical skills.
- **Initiated and prepared a report to the Committee on Academic Performance**, requesting information on interviewing conflicts with student academic commitments, showing the ability to initiate and conduct research in a structured manner.

MBA Admissions Committee, Sloan School of Management

- **Conducted comprehensive evaluation of over 4,700 admission applications**, analyzing diverse data points such as transcripts (domestic and international), test scores, professional history, recommendations, extracurricular involvement, and essays
- **Collaborated with a team of 20+ members**, attending calibration meetings and providing recommendations on admissibility, contributing to the successful recruitment and selection of highly qualified students.

SOCIAL IMPACT VENTURE**The Youth Career Coach Inc., Boston, MA****2009 - PRESENT****Founder** *Sample Client list:* <https://theyouthcareercoach.com/clients>

Social impact venture specializes in career education. Lead a team of seasonal consultants and conduct workshops, coaching referrals for schools, non-profits, and federal agencies. Projects include designing mentorship programs, internship prep, K-12 career curriculum, college readiness, and career coaching. **We serve students, educators, and counselors:** Boston Public Schools, KIPP Schools, DC Alternative Schools, Paul Cuffee School, Year Up, TRIO Programs, TJX, PwC, Prevent Child Abuse, Health & Human Services, Howard University, Brown University, YPO, KPMG, etc. **Media:** Scholastic, NPR, New York Times, WHUR, ABC, CKNW, Working Mother

ACADEMIC APPOINTMENTS

RUTGERS UNIVERSITY, PROCTOR INSTITUTE , Visiting Scholar; New Brunswick, NJ	2022 – PRESENT
BOSTON UNIVERSITY , Dissertation Committee Member; Boston, MA	2021 - PRESENT
NORTHEASTERN UNIVERSITY , Lecturer, Organizational Behavior, Leadership; Boston, MA	2011 – 2022
<i>*Managed and directed 20+ Northeastern faculty members in redesigning the leadership curriculum ('15-'16).</i>	
CAMBRIDGE COLLEGE, MBA Senior Instructor, Managing Diverse Teams, Cambridge, MA	2017 – 2020
AMERICAN LEADERSHIP & POLICY FOUNDATION , Director of Fellowships, Kansas City, MO	2015 - 2020
UNIVERSITY OF RHODE ISLAND , Adjunct Faculty, Gender Women Studies, Kingston, RI	2009 – 2018
FISHER COLLEGE , Instructor, Preparation for Internships, Boston, MA	2017
TRINITY WASHINGTON UNIVERSITY , MBA Adjunct Faculty, Communications, Washington, D.C.	2014 – 2016
U.S. DEPARTMENT OF EDUCATION , Communications Fellow, <i>under</i> Secretary Arne Duncan; Washington D.C.	2013

ADDITIONAL EXPERIENCE (FULL-TIME)

BOSTON UNIVERSITY , Assistant Director Career Services; Boston, MA	2008 - 2010
JOHNSON & WALES UNIVERSITY , Co-op & Employment Specialist, Adjunct Instructor; Providence, RI	2006 - 2008
MACY'S , Assistant Human Resource Manager; Providence, RI	2005 - 2006
A.G. EDWARDS & SONS INC. now WELLS FARGO , Finance Brokerage Associate; Boston, MA	2002 - 2005
STATE STREET RESEARCH now BLACK ROCK , Client Reporting Specialist; Boston, MA	2001 - 2002

AFFILIATIONS

National Career Development Association, Alpha Kappa Alpha Sorority Inc., NAACP, National Urban League, National Center for Faculty Development & Diversity, PARW/CC, FBI Citizens Academy, Miss Black USA, Goodwill Ambassador Gambia, ASPIRE: Career Collective, NASPA, YWCA, Dimock Health Center, Roxbury Public Defenders (Youth Advocacy Project)

MEDIA (Selected)

WEBZ, NPR, ABC, New York Times, WHUR 96.3, CKNW, Inside Jobs, METRO, COX, Globe, Working Mother, Scholastic

PUBLICATIONS (Selected)

Saunders, N. F. Krumboltz, Career Decision-Making, and METCO, Amazon Book. 2022
Saunders, N.F. Krumboltz, Career Decision-Making and METCO Dissertation, ProQuest. 2021
Saunders, N.F. Parent Guide to Starting the Career Conversation, InsideJobs.com. 2012
Saunders, N.F. 18 Internship Stories. Money Can't Buy. Eric Woodard. *Contribution*. Amazon 2012.
Saunders, N.F., Black Youth and Unemployment. Obama & Black Loyalty Vol. 1 Thompson. *Book Chapter*. 2010

PRESENTATIONS (Selected)

Saunders, N.F. (2022). Underrepresented and First-Gen Doctorates. **W. Medford Center**, February.
Saunders, N.F. (2020). Krumboltz, Career Decision-Making. **Tufts University**, February.
Saunders, N.F. (2019). Gen Z / Millennials Gig Economy. **PARW/CC Conference**, Clearwater, FL., April.
Saunders, N.F. & Vacchi, D. (2017). Civilian Career Transition Military Students. **NASPA**. Washington, D.C., February.
Saunders, N.F. (2014). Cultural Perceptions: Family Societal Implications. **Regent**, Virginia Beach, VA, February.

CERTIFICATES

Youth & Black Theology and BTLI Fellow, (Princeton University), **Diversity, Equity, Inclusion** (University of South Florida), **Human Rights** (US Institute of Diplomacy and Human Rights), **Harassment and Discrimination** (EverFi), **Science of Superior Leadership** (Burnham Rosen Group), **Scaling Ventures** (Stanford University), **Entrepreneurship** (MIT Sloan), **Leading, Organizing, and Action** (Harvard Kennedy School), **Mediation** (Harvard Law School), **Certified Career Coach** (PARW/CC)

EDUCATION

Master of Arts in Theology (MAT), (Justice and Public Life), Princeton University, Princeton, NJ – **Fall 2023 - Present**
Doctor of Education (Ed.D.) Organizational Leadership and Communication, Northeastern University, Boston, MA, 2021
Master of Science (MS) Leadership, Northeastern University, Boston, MA, 2009
Master of Business Administration (MBA) Global Business Leadership, Johnson & Wales University, Providence, RI, 2007
Bachelor of Arts (BA) Image Consulting, University of Massachusetts, Amherst, MA, 2001