

Kierah M. Weber

P.O. Box 13045, SFA Station
Nacogdoches, Texas 75962

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EDUCATION:

August 2003- May 2007

Stephen F. Austin State University
Nacogdoches, Texas
Bachelor of Arts
Major: Political Science
Minor: Sociology

August 2007- December 2009

Stephen F. Austin State University
Nacogdoches, Texas
Master of Public Administration

TEACHING

August 2009 – Present

Department of Government
Stephen F. Austin State University
SFA Station – Box 13045
Nacogdoches, Texas 75962-3045
Instructor/Intern
Dr. Charles Abel, (936) 468-4408

Introductions to Political Science: PSC 142

Upper level Public Administration courses: PBA 300 & PBA 400

August 2009 - Present

SFA 101 Freshman Seminar Program
Stephen F. Austin State University
SFA Station – Box 13072
Nacogdoches, Texas 75962-3072
Faculty Instructor
Dr. Tim Clipson, (936) 468-2188

Helped incoming freshman in their transition from high school to college in order to promote overall student success and retention at the university. The topics covered in the semester course are as follows: Overview of University Resources, University Rules and Procedures, Academic Integrity, College Classroom Learning Strategies, Accessing and Evaluating Information, Working Successfully with Peers, Faculty, and Staff, Personal Survival Skills (Time Management, Money Management, Alcohol, Drugs, and Sex), Campus and Community Service Opportunities and Obligations, The True Value of a College Education, and SFA History, Traditions, and Pride. These topics are covered a number of ways, including group project and presentations, games and quizzes, guest speakers and lectures, and class trips and outside of class events.

Planned and created assignments, quizzes, exams, games and helpful handouts to supplement the topics covered in the course. The course is graded so I managed a grade sheet for assignments, participation, and attendance.

August 2009 – December 2009

Office of Admissions
Stephen F. Austin State University
SFA Station – Box
Nacogdoches, Texas 75962
Admissions Counselor
Monique Cossich, (936) 468- 2504

INTERNSHIP

January 2009 – June 2009

Texas House of Representative - Office of State Representative Dawonna Dukes
Texas Legislative Internship Program sponsored by Senator Rodney Ellis
P.O. Box 2910
Austin, Texas 78768-2910

Legislative Aide
Representative Dawnna Dukes, (512) 463-0506

Analyzed and handled information received from constituents, lobbyist, interest groups and organizations that pertained to proposed legislation in various areas. These areas include business and industry; technology, economic development, and workforce; environmental regulation; transportation; insurance; etc. Processed all information pertaining to these areas in relation to proposed legislation to the Representative and also performed research on these various issue areas.

Prepared a Bill Floor Packet for the Representative whenever the members met to discuss legislation daily. The packet includes all bills the House set to hear on the Calendar. Resource information such as reports, news paper clippings, and information from interest groups (such as pamphlets and fact sheets) to give the Representative supplemental information about each bill were included in the packet so that she can use it in any way that she saw fit.

Contributed in inputting constituent data for casework purposes, answered a multi-lined telephone, filed needed information and bills, and performed other administrative duties that allowed the office to operate efficiently.

RESEARCH

August 2007 - December 2008

Department of Government
Stephen F. Austin State University
SFA Station – Box 13045
Nacogdoches, Texas 75962-3045
Research Graduate Assistant/Graduate Assistant for
the Texas Certified Public Managers Program
Dr. Richard Herzog, (936) 468-2446

Performed research and administrative duties as a graduate assistant. Researched Canadian elections and voter turn out for Dr. Steven Galatas in the Department of Government and became the graduate administrative assistant for the Texas Certification Public Managers Program, which is a 16-month certification program that trains and develops working professionals and graduate students on the various tasks and duties local and state governments perform. Some of the areas covered include the use of information technology in the work place, personnel, budgeting and financial management, organizational communication, managing for quality, etc. Helped the program coordinator manage the program by maintaining information on participants, marketing new participants into the program, and answering questions and grading assignments given to the participants. I also ran all necessary errands and tasks in relation to the program.

AFFILIATIONS

Phi Alpha Delta Law Fraternity, Int.
Phi Eta Sigma National Honor Society
Omicron Delta Kappa Honor Society