

RAFAEL ARCIGA GARCIA

ASSISTANT DEAN FOR DIVERSITY RECRUITMENT

Dynamic and thorough leader with extensive experience in higher education recruitment. Equipped with the tools and skills required to assist others through the promotion of higher education opportunities and resources. Adept at establishing positive learning environments and responding effectively to the needs of students and academic facilities. Articulate communicator and mentor with the ability to lead others through effective coaching, support, direction and guidance. Strong problem solving, project management and organizational skills.

Core Competencies

Recruitment Coordination • Community Outreach • Strategic & Tactical Planning
Relationship Management/Development • Program Management • Bilingual (English & Spanish)

CAREER EXPERIENCE

University of Arkansas – Enrollment Services

09/2010 – PRESENT

ASSISTANT DEAN FOR DIVERSITY RECRUITMENT (07/2021 – Present)

- Chair of Enrollment Services Diversity and Inclusion Committee
- Provide strategic advice to meet diversity goal
- Direct supervisor for team members / admission counselors (1-3)
- Plan and coordinate targeted recruitment events and programs
- Work collaboratively with campus partners in diversity recruitment programming and strategies
- Assist in the hiring process for new team members: phone, virtual, in-person interviews
- Trained and help develop new team members
- Manage annual budget (10K) for diversity partnership and community sponsorships
- Member of the University's Diversity Leaders team
- Supervisor of diversity recruitment and outreach initiatives
- Provide university and admissions information to high school and college students
- Assist students and parents throughout the admissions process; one-on-one, small, and large groups
- Establish relationships with community organizations, area schools and groups for outreach purposes
- Assist in retention initiatives for current university students
- Staff advisor to two student organizations

ASSOCIATE DIRECTOR FOR DIVERSITY RECRUITMENT (2018 – 2021)

SENIOR ASSISTANT DIRECTOR OF ADMISSIONS / COMMUNITY LIAISON (2014 – 2018)

ASSISTANT DIRECTOR OF ADMISSIONS / COMMUNITY LIAISON (2013 – 2014)

ADMISSIONS COUNSELOR / COMMUNITY LIAISON (2010 – 2013)

UNIVERSITY OF ARKANSAS – Diversity Affairs & AmeriCorps

2009 – 2010

AMERICORPS PROMISE FELLOW

- Mentored 200+ high school students in ACT and college readiness.
- Recruited students to participate in community service opportunities

EDUCATION

UNIVERSITY OF ARKANSAS

MASTER OF EDUCATION, Higher Education (M.Ed.)

12/2018

BACHELOR OF SCIENCE, International Relations & Latin American Studies (Minor: Spanish)

05/2010

MEMBERSHIPS

League of United Latin American Citizens (LULAC)

Phi Iota Alpha Fraternity, Inc.

Latino Alumni Association –University of Arkansas –Founding Member

Hispanic Women's Organization of Arkansas –Board member

Springdale Public Library -Multicultural Advisory Committee Member