**Heidi Hauf**

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**Education**

2011 A.A.S. Medical Administrative Assistant, Phi Theta Kappa, Dakota College at Bottineau

2017 B.S. Career & Technical Education, Cum Laude, Valley City State University

**Professional Work Experience**

2024-Present

Allied Health Instructor, Advisor, & Program Coordinator at Dakota College at Bottineau

2019-2024

Adjunct Allied Health Advisor & Program Coordinator at Dakota College at Bottineau

2017-2024

Student Services Clerk at Dakota College at Bottineau

2016-2017

Sales Partner at BeMobile Authorized Verizon Retailer

2012-2016

Distance Education Specialist at Dakota College at Bottineau

2012

APPLE Administrative Assistant at Dakota College at Bottineau

2011

Activities Therapist/Housekeeper at Haaland Home

**Teaching Experience**

*Certified Allied Health Instructor since May 2020*

2024-Present

Allied Health Instructor

2022-2024

Allied Health, Online Instructor, Dakota College at Bottineau

Courses Taught: AH 138 Medical Coding I, AH 139 Medical Coding II,

AH 142 Intermediate Coding I, & AH 143 Intermediate Coding II

2015-2022

Online Instructor, Dakota College at Bottineau

Courses: UNIV 105 First Year Experience & AH 138 Basic Procedure Coding

2014-2015

 Adjunct Instructor, Dakota College at Bottineau

 Course: UNIV 110 College Study Skills taught to incoming Freshman Football Players

**Professional Membership**

American Medical Technologists, May 22, 2020-Present

**Committees**

Academic Standards Committee (2021-2023)

Allied Health Advisory Board(2016-Present)

Alumni (2012-Present)

CAS TRIO (2016-2018)

Dining Expectations & Needs (2019-2021)

DISC (2017-Present)

Distance Education (2012-2023)

Dual Credit Advisory Board (2021-2022)

eTranscripts Working Group

Friends of DCB (2018-Present)

HLC Criterion 4 (2016-2017)

Hometown Career Scholarship Committee (2020-2022)

International Educators of North Dakota (2017-Present)

NDUS FUG (2017-Present)
NDACRAO (2017-Present)

UMACRAO (2022-Present)

ND State Staff Senate (2015-2016, 2020-2022)

Policy Coordination & Review Committee (2020-2021)

Rummage Sale (2012-2022)

Recognition/Retirement Luncheon (2012-Present)

Staff Senate Senator (2012-2016, 2018-2022)

Institutional Effectiveness Committee (2020-2021)

Administrative Council (2022-2023)

Diversity Committee (2022-Present)

Strategic Planning (2022-2023)

Wellness Committee (2023-Present)

**General Position Responsibilities: Trainings, Certifications, Conferences, & Professional Development**

Yearly Title IX Training (2012-Present)

Yearly FERPA Training through eTranscript (2017-Present)

Yearly Theft, Fraud, Abuse, Waste, & Code of Conduct Training (2012-Present)

Yearly NDUS Internal Controls Concepts & Applications (2012-Present)

Bi-Yearly Moodle Conference, 2012-2016

Staff Inservice, 2012-Present

Adjunct Faculty Inservice, 2015-Present

NDHUG Conferences, 2017-Present

NDACRAO Bi-Yearly Conferences, 2017-Present

North Dakota International Educators Yearly Conferences, 2017-Present

DISC Conferences, 2018-Present

Blackboard Collaborate Session, November 9, 2017

Blackboard Training, February 7, 2018

Introduction to Student Tracker Webinar, February 8, 2018

Blackboard Training, February 14, 2018

Blackboard Training, February 22, 2018

Blackboard Training, March 1, 2018

Lunch & Learn Webinar from CTS, March 22, 2018

Sophie to Move It Transition Webinar, June 19, 2018

Perceptive Content Workflow Training, October 2, 2018

Blackboard Workshop October 3, 2018

NDWHEN Conference November 2, 2018

Customer Service Training, November 5, 2018

Introducing the Next Generation Transcript Experience Webinar, December 5, 2018

SEVIS Recertification Guidance and Issuing the I-20 Webinar, August 14, 2019

Virtual Reality in Education, February 6, 2020

NDWHEN’s Working Remotely with Intention Webinar, April 24, 2020

Support & Success of the Online Learner Webinar, November 18, 2020

Designing Engaging Discussion Webinar, December 2, 2020

Mastering the Grade Center Webinar, December 9, 2020

Digital Accessibility Fundamentals, Online Course, November 9, 2020-December 9, 2020

New Advisor Training, January 19 & 21, 2021

Teams 200 Training, February 24, 2021

COOP Training, March 24, 2021

FERPA Compliance: Avoid Mistakes & Ensure Compliance, April 8, 2021

Future of Higher Education Webinar by Futurist Bryan Alexander, May 26, 2021

NDUS International Transcript/Transcript Evaluation, June 29, 2021

Campus Connection QUERY Training, November 17-19, 2021

Blackboard Ultra Base Navigation Training, November 16, 2021

Future War and Future Peace Webinar, March 24, 2022

TargetX Implementation Team 2022-2023

UMACRAO Regional Conference 2022

Blackboard Workshop-General Q&A Session, January 31, 2024

How to Help Someone in Crisis (QPR Training), February 28, 2024

PowerPoint Introduction Training, April 3, 2024

PowerPoint Advanced Training, April 8, 2024

Airmen Leadership School Education Brief, April 22, 2024

TTaDA Session Evaluation: Developing a Classroom Culture that Empowers Students, April 26, 2024

I love education tour at MAFB, May 8 & 9, 2024

Blackboard Session - Creating a Sense of Belonging: Strategies for Inclusive Communication, November 5, 2024

**Allied Health: Trainings, Certifications, Conferences, & Professional Development**

CNA Licensure Registrant ID#46563

* + Initial Date: 10/13/2011
	+ Expiration Date: 09/20/2013

Immunization Tabletop Connection Information Video Conference, February 21, 2018

Certified Allied Health Instructor from American Medical Technologists (AMT), May 2020-Present

Webinar 07: Vaccine Conversations, May 27, 2020 (AMT; 1 CE Unit)

Webinar 06: What’s New with Flu in 2019-2020, May 28, 2020 (AMT; 1 CE Unit)

Webinar 02: Workplace Listening Skills, May 28, 2020 (AMT; 1 CE Unit)

STEP 245 Asthma: An overview from Prevalence to Plan AMT, April 7, 2021 (AMT; 2 CE Units)

Allied Health Presentation for Health Fair in DCB Gym for Area Schools, April 16, 2021

STEP 259 Ignorance, Arrogance, and Infection: A Health Care Professionals Contaminate their Patients, June 2, 2021 (AMT; 1 CE Unit)

STEP 289 Hand Hygiene for Healthcare Professionals, June 2, 2021 (AMT; 1 CE Unit)

Webinar 04: Measles Disease & Vaccination, June 3, 2021 (AMT; 2 CE Units)

Webinar 03: Anemia: Signs of the Various Kinds!, June 24, 2021 (AMT; 1 CE Unit)

STEP 271 The Emerging Epidemic of Obesity, June 24, 2021 (AMT; 1 CE Unit)
STEP 332 A Curry a Day Keeps the Doctor Away, June 24, 2021 (AMT; 1 CE Unit)

Webinar 08: What’s New with Flu in 2020-2021: Avoiding the Twindemic, June 25, 2021 (AMT; 1 CE Unit)

Webinar 09: Improving Immunization Rates During COVID-19, June 25, 2021 (AMT; 1 CE Unit)

STEP 371 Vitamin D, June 25, 2021 (AMT; 1 CE Unit)

STEP 249 Interdisciplinary Clinical Professional Development Seminar, June 25, 2021 (AMT; 1 CE Unit)

STEP 265 Screening for Thrombophilia: A Laboratory Perspective, June 25, 2021 (AMT; 2 CE Units)

STEP 351 Medical Ethics, June 25, 2021 (AMT; 1 CE Unit)

STEP 359 Case 17: Critical Case of Community Acquired Pneumonia, June 25, 2021 (AMT; 1.5 CE Units)

Advisor Training, September 7, 2021

DCB CTE Vision Visit, November 2-3, 2021

Presenter at Dunseith High School CTE Fair, February 17, 2022

Assisted with Campus COVID-19 Testing as needed during pandemic

ND CTE Professional Development Conference-Allied Health Booth, August 8-9, 2022

Souris River Campus Career Fair, February 16, 2023

Dunseith High School CTE Day, February 22, 2023

FCCLA Career Presentations, October 25, 2023

Minot Career Expo, November 8th 2023

Heart Saver CPR AED (Child CPR AED, Infant CPR), December 11, 2023

After School Program, Allied Health Escape Room, February 26, 2024

Health Professions Career Fair, May 15, 2024

ND CTE Professional Development Conference, August 5-7, 2024

NCEC Career Fair, September 12, 2024

DCB Professional Development Day, October 14, 2024

Medical Assistant’s Week Open House, October 22, 2024

Minot Career Expo, November 6, 2024

**Campus Activities**

Attended LumberActs Productions

Helped Organize Student Recognition Banquet, 2017-2023

Attend Honors Symposium Presentations

Attend PTK Induction Ceremonies

Attend Campus Forums

Attend at least 1 game for each sport

Attend Picnics & Potlucks

COVID-19 Vaccination Clinic Intake Spring 2021

Finals Week Study Sessions (2024-Present)

**Community Activities**

Willow City Community Club Participation (2007-Present)

Western Weekend, Snow Festivals, Community Club Suppers, etc.

Bottineau County Fair Gates (2017-2018, 2021-Present)

Bottineau County Fair DCB Booth (2017-2019)

Willow City Councilman (2022-Present)

Axes & Ales Alumni at Bottineau County Fair (2024-Present)

**Honors/Awards**

Phi Theta Kappa (Student Member)

President of The Willow City Community Club (2012-2018)

DCB Staff Senate President (2015-2016, 2020-2021)

Graduated Cum Laude from Valley City State University

Designated School Official (DSO) for SEVIS (2017-2024)

DCB Staff Senate Vice President (2014-2015, 2019-2020)

DCB Faculty Senate Secretary (Fall 2019 – Spring 2020)

DCB Young Alumnus 2021

DCB Alumni President, 2022-2024

DCB Alumni Vice President, 2020-2022, 2024-Present