

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

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

Campus Activities

Help Organize Student Recognition Banquet
 Attend Honors Symposium Presentations
 Attend PTK Induction Ceremonies
 Attend LumberActs Productions
 Attend Campus Forums
 Attend at least 1 game for each sport
 Attend Picnics & Potlucks
 COVID-19 Vaccination Clinic Intake Spring 2021

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)

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