

## *Ramon Muñiz*

### **Education:**

**Bachelor of Arts: Chicano Studies**  
California State University, Northridge  
1982

### **Professional Experience:**

10/00- Present

#### **Coordinator Partnership Programs Educational Opportunity Program/California State University, Northridge**

Coordinate all Educational Opportunity Program (EOP) Partnership Programs. Design, develop and oversee EOP outreach and partnership efforts. Supervise one full time program assistant and 8 – 10 student paraprofessionals. Collaborate with the University's Student Outreach and Recruitment Program and Transfer Center. Coordinate the College Readiness Program/AVID. Train and supervise 40 – 50 student tutor/mentors. Work closely with faculty and administrators at the local middle and senior high schools participating in the program. Conduct student and parent college information workshops. Meet with local community organizations and agencies to develop and implement college information fairs.

5/94 – 09/00

#### **Academic Advisor Educational Opportunity Program/ California State University, Northridge**

Provide academic advisement to undeclared students with a special focus on Educational Opportunity Program (EOP) students. Exercise skillful use of a variety of techniques in the areas of educational, career, vocational, financial, personal, social problems and general counseling. Interpret academic policies, rules and regulations. Provide special advisement services to students on academic probation and previously disqualified students. Develop academic contracts and monitor student progress. Conduct assessment and provide referrals to other support services on and off campus. Develop and conduct academic survival skill workshops, which include time management, money management and study skills. Consult faculty and student service personnel on a variety of student issues. Participate in various committee assignments. Actively participate in the evaluation of admissions application review procedure for EOP. Conduct student and parent orientations as well as community information sessions.

8/87 – 4/94

**Immediate Outreach Coordinator  
University Outreach Services/California State University, Northridge**

Provided leadership to Educational Equity Immediate Outreach component. Fostered effective implementation of program activities coordinated with the Educational Opportunity Program, Student Affirmative Action, Outreach Internship Program, Academic Departments, Academic Support Services and Student Affairs. Provided direct recruiting services to high schools and community colleges in assigned service area. Facilitated information workshops addressing the admissions procedure, EOP, financial aid and housing services. Developed and conducted on-site admissions program. Participated in College Information Fairs and coordinated campus tours. Hired, trained and supervised peer-outreach counselors.

8/82 – 7/87

**Admissions Counselor  
Educational Opportunity Program/California State University, Northridge**

Provided direct recruitment services to high schools and community colleges in assigned service area. Conducted pre-admissions counseling, disseminated EOP information including program requirements, admissions procedures and applications. Maintained EOP admission applications intake system by service area to assure timely completion of EOP admissions process. Conducted EOP application admission workshops for community based organizations in addition to assigned high schools and community colleges. Facilitated College Information Fairs. Conducted campus tours. Supervised professional staff including recruiters, admissions analyst, clerical assistants and student assistants.

9/88 – 12/98

**Part time Instructor  
Chicano Studies/California State University, Northridge**

Served as part-time instructor of Chicano Studies. Taught field study courses. Placed and supervised students in various volunteer positions with community agencies, schools and social service agencies.

**Community  
Activities**

Commissioner City of Los Angeles Rent Adjustment Commission  
Board Member: Muñiz Family Foundation  
Vice President Friends of Rigoberta Menchu  
Member: National Association of Latino Elected and Appointed Officials  
Vice Chair: Adhoc Committee for Safe Children  
Advisor: Southwest Voter Registration Project and Education Project  
Consultant: Nightingale Middle School/Cypress Park Educational Fair  
Workshop Moderator: Los Angeles Youth at Work Conference  
Advisor: 1<sup>st</sup> Council District Human Relations Committee  
Member: Los Angeles Mexican American Conservancy  
Trainer: Employment Development Department Youth Program  
Board Chair: South Coast EOP/S Consortium  
Member: National Association of Chicano Studies  
Board Member: Leticia A Network  
Board Member: La Raza Alumni Association/CSUN

## **Awards**

Exemplary Educator Award: South Coast Consortium of Schools and Colleges  
NALEO Outstanding Volunteer  
Heart of the City Award: Los Angeles Council District 1  
Democrat of the Year 45<sup>th</sup> State Assembly District  
City of Los Angeles Service Recognition Award  
California State Assembly Resolution  
CSUN Chicano Youth Leadership Contribution Award  
CSUN Educational Equity Outstanding Service Award

## **References:**

Dr. Rudy Acuña, Professor of Chicano Studies  
California State University, Northridge

Dr. Mary Pardo, Chair Chicano Studies Department  
California State University, Northridge

Mr. Jose Luis Vargas, Director Educational Opportunity Program  
California State University, Northridge