

RAYLEA RIDEAU, Ph.D.

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EXPERIENCE

Senior Associate Director, Career Development

June 2025 – Present

Rice University - Center for Career Development (CCD), Houston, TX

- Oversee the expansion of career development offerings and tailored programs for the 4,000+ Rice graduate students; supervise and guide two career counseling staff members.
- Spearhead and lead strategic planning of the CCD Faculty Advisory Board, consisting of 12 board members, to enhance the Rice career ecosystem, increase the number of faculty advocates, and amplify awareness of CCD resources campus-wide.
- Partner with Graduate Student Association (GSA) and Graduate & Postdoctoral Studies (GPS) to identify graduate student career development needs; create 25+ customized career programs and alumni panels as primary liaison.
- Foster development of student leaders through volunteer mentor roles as Martel Associate, Philos Mentor, and Student Association and Senator Mentor; represent the office as a member of the Rice University Staff Council Professional Development Committee.

Associate Director, Career Development

July 2022 – June 2025

Rice University - Center for Career Development (CCD), Houston, TX

- Facilitated and designed 35+ ad hoc workshops with various on-campus departments, including RESP, SSI, SOAR, and the Kinder Institute, to support and provide tailored resources to underrepresented populations.
- Managed Access and Opportunity Portal (AOP) requests, including coordination of 140+ virtual student discussion meetings and maintenance of online form; devised digital scoring rubric to streamline awarding process, resulting in \$17k in awards.
- Championed expansion of SkillSurvey Career Readiness tool, resulting in active engagement from 9 divisions and the generation of more than 900 career readiness reports in 5 years.
- Built three unique pre- and post-Career Readiness workshops to provide campus partners and students with tailored presentations to improve interpretation of SkillSurvey Career Readiness reports.
- Delivered dining etiquette presentation annually, preparing 30+ graduate students with professional social skills needed for future recruiting events, employer interactions, or job interviews.
- Co-instructed two asynchronous career courses, managed course materials and curriculum updates in the Canvas online learning environment, and organized progress meetings with students.
- Coached ~700 students and alumni in job search strategy development and the career decision-making process annually; achieved positive reviews in post-appointment surveys for approximately five consecutive years.

Assistant Director, Career Development

July 2019 – July 2022

Rice University - Center for Career Development (CCD), Houston, TX

- Supervised and mentored graduate intern by delivering comprehensive training in career development practices, resulting in the successful completion of 2 projects and their immediate employment in higher education upon graduation.
- Supported Peer Career Advisor recruitment processes, interviewed 45+ applicants, facilitated training sessions, and implemented engagement initiatives to increase participation and commitment.
- Assisted with execution of multiple CCD events and programs including Career & Internship Expos, First Look & Walkthrough, Peer Career Advisor (PCA) program, and career crawls.
- Collaborated with marketing specialist to produce eight digital resource guides and tools for undergraduate and graduate students.

Graduate Student Researcher

August 2017 – August 2020

Louisiana State University, Baton Rouge, LA

- Developed and executed research protocols, including participant recruitment, interviews, consent procedures, and data collection; transcribed 10+ participant interviews for later data analysis.
- Analyzed qualitative data utilizing advanced thematic coding and interpretation techniques, uncovering key themes related to undergraduate student work-study experiences.
- Collaborated closely with academic advisors and fellow researchers, presenting findings at a regional conference, and wrote a 200+ page dissertation.

Career Coach

August 2016 – December 2018

Louisiana State University – Olinde Career Center, Baton Rouge, LA

- Supervised, mentored, and developed 4 graduate assistants and conducted their performance evaluations.
- Taught career development course with an average of 15 students; coordinated grading with graduate teaching assistant.
- Liaised with CHSE faculty and senior administrators, leading to the design of specialized programs and a kinesiology career night.

Graduate Assistant

June 2014 – August 2016

Louisiana State University – Cale P. & Katherine Smith Student Financial Management Center (SFMC), Baton Rouge, LA

- Supervised and trained 5 student workers and an incoming graduate assistant on office policies and procedures; managed biweekly payroll timesheets and front desk staffing work schedules.
- Redesigned Financial Literacy Week and TRANSIT: LSU Financial Literacy Challenge to familiarize 5,000+ first-year students with the office and resources.

PROFESSIONAL ASSOCIATION LEADERSHIP

President

June 2024 – Present

Houston Area Consortium of Career Centers (HACCC)

- Lead executive board and plan monthly consortium meetings of 25 members representing 13 universities in the Houston area.
- Orchestrate a comprehensive overhaul of long-outdated bylaws and standard operating procedures, unifying member input to modernize the consortium, expand membership to local community colleges, and enhance organizational efficiency.
- Revitalize engagement across member institutions by leading a successful return of the first in-person Drive-In Conference since 2020, drawing 40 career services professionals.
- Direct planning of the Texas Job Fair, attracting nearly 1,500 student attendees and 100+ employers.

President Elect & Secretary

August 2022 – June 2024

Houston Area Consortium of Career Centers (HACCC)

- Advocated for and established Social Media Committee; created new social media accounts for HACCC (Instagram, Twitter, and LinkedIn) to build engagement with students, employers, and member institutions.
- Maintained meeting minutes, updated Google Calendar and Drive for membership, and collaborated with the leadership team.
- Supported the President and led executive and monthly member meetings in their absence.

Chair – Career Advising & Counseling Knowledge Group (KG)

January 2023 – January 2024

Southern Association of Colleges and Employers (SoACE)

- Coordinated informational workshops, panels, and socials for 200+ SoACE Career Advising & Counseling KG members.
- Attended monthly leadership meetings and discussed updates and progress for the KG.

Professional Development Committee Member

July 2021 – April 2022

National Society for Experiential Education (NSEE)

- Planned virtual webinars and panels with 50 attendees for members to learn about current trends in experiential education.
- Collaborated with Professional Development team to brainstorm topics, recruit panelists, and market programs to membership.

Principles for Ethical Professional Practice Committee Member

July 2020 – July 2021

National Association of Colleges and Employers (NACE)

- Reviewed case studies and drafted updates to relevant ethical content on NACEWeb.org; liaised with other NACE committees and provided subject matter consultation.

RELEVANT AWARDS

Dean of Undergraduates 2024 Staff Recognition Award – Rice University 2017

LSU Division of Student Affairs “Purple & Gold” Award

2017 LSU Representative – New Professionals Institute (NPI)

SKILLS & CERTIFICATIONS

Technologies: 12Twenty, Handshake, CSM Symplicity | Microsoft Office (Excel, Word, PowerPoint), Adobe Illustrator, Adobe InDesign, Adobe Acrobat, Canva, Google Workspace, Slido, FigJam | Zoom, Slack, Microsoft Teams | Canvas, Moodle, LMS Knowledge

Certifications: Strong Interest Inventory 244 | MBTI Step I | *Creating Winning Teams* (LinkedIn Learning), March 2022 | *Career Thought Leaders: Certified Hidden Job Market Coach* (CHJMC) program, May 2019

Language: Spanish (proficient)

EDUCATION

Louisiana State University (LSU), Baton Rouge, LA

Ph.D. in Educational Leadership & Research

Master of Arts in Education, Higher Education Administration

Bachelor of Arts: Double Major in Mass Communication and Spanish

August 2020

May 2016

May 2014