M. Aragelia Salazar

EDUCATION

Master of Arts in Spanish – Hispanic Literature

The University of Texas at Brownsville and Texas Southmost College, Brownsville, TX | Conferred: December 2005

Bachelor of Arts in Spanish and Bilingual Education

The University of Texas at Brownsville and Texas Southmost College, Brownsville, TX | Conferred: May 1998

Notable Accomplishments

- Exceptional Merit, Fall 2005
- SSSP/ASPIRE Faculty Appreciation Award, Spring 2003
- Who's Who Among Students in American Universities and Colleges, Spring 2005

PROFESSIONAL EXPERIENCE

PT Faculty, Department of World Languages and Literatures

Texas State University, San Marcos, TX

January 2025–Present

- Courses taught: SPAN 1410, SPAN 2310; SPAN 2320

Engagement Coordinator, International Student and Scholar Services

Texas State University, San Marcos, TX

January 2022–Present

Engagement Coordinator Responsibilities

- Coordinate ISSS programming and events on the San Marcos and Round Rock campuses.
- Plan and implement International Student Orientation for Spring, Summer, and Fall terms for both the San Marcos and Round Rock campuses.
- Send the immigration check-in link each term as part of pre-arrival communication; assist students with check-in issues and support the immigration team with verification activities from the week before classes through the first several weeks of the semester.
- Periodically survey students to assess satisfaction with International Student and Scholar Services (ISSS) and identify opportunities for improvement.
- Coordinate and send pre-arrival communications to newly admitted international students, including the ISSS welcome email through Slate.
- Develop outreach to current Texas State international students regarding ISSS events and programs to increase student engagement.
- Conduct annual updates to the ISSS onboarding packet.
- Produce and distribute the monthly ISSS newsletter.
- Oversee the International Ambassador Program, including coordination and support for 10 International Ambassadors.
- Serve as advisor to International Student Organizations and the International Advisor Council.
- Manage Grocery Shuttle and Airport Shuttle operations, including reservations, student communications, driver scheduling, surveys, and invoice submission for review.
- Oversee shuttle drivers and part-time student driver schedules and coordinate communications to ensure students are picked up and dropped off in a timely manner.
- Perform other duties as assigned.

Designated School Official (DSO)

- Serving as a Designated School Official (DSO). Under this position, responsibilities include:
- Strong knowledge of immigration policies including F-1/J-1 regulations and the international student life cycle.
- Experience as a Designated School Official (DSO) and demonstrate experience with SEVIS maintenance.
- Knowledge and experience with issues related to SEVP, USCIS, and CBP.
- Experience in cross-cultural advising specifically empathizing and identifying with international students, scholars, and faculty.
- Effective at using organizational and planning skills, including attention to detail and follow-through.
- Experience interpreting federal regulations and implementing or modifying policies impacting F-1 students.
- Experience in public speaking and presenting complex information to large diverse groups.
- Experience collaborating with various stakeholders and working effectively in a team environment.

- Experience in higher education academic advising with the ability to assess student needs and provide appropriate resources and referrals.
- Experience working and living in another country.
- Experience with ISSM, Banner, or similar Student Information System.
- NAFSA membership and experience using NAFSA resources such as the discussion boards and Advisor Manual. Fluency in a language other than English. Master's degree.
- Experience in coordinating federal compliance activities associated with Department of Homeland Security regulations related to F-1 students and J-1 exchange visitors.
- Advise F-1 and J-1 international students with SEVIS compliance, immigration regulations, campus services, and cultural adjustment.
- Process immigration-related requests in SEVIS and assist students with USCIS petitions.
- Facilitate campus presentations to students, faculty, and staff.

Student Employment Coordinator, Human Resources (previously housed at Career Center)

September 2015–January 2021

University of Texas Rio Grande Valley, Edinburg, TX

- Coordinate student employment services for students, graduates, and the community, including recruitment support services for students and prospective employers.
- Coordinate educational activities and recruitment support services on and off campus to promote job opportunities.
- Advise students and graduates regarding services and available job opportunities.
- Assist with onboarding requirements for new student employees.
- Provide regular reminders to departments regarding I-9 completion and compliance training for new student employees.
- Complete job posting and hiring processes for student positions in accordance with established guidelines and regulations.
- Process and distribute necessary applications and forms.
- Direct and review the work of office and student support staff and instruct staff in work procedures.
- Collaborate with staff to recommend and implement policies, guidelines, and procedures related to student employment.
- Coordinate, publicize, and implement special programs such as job fairs, on-campus recruitments, and student job skills workshops.
- Maintain accurate records and files and prepare correspondence, reports, and other written materials.
- Act as liaison among faculty, community groups, public agencies, and others regarding university student employment services.

International Student Advisor, Office of Global Engagement

June 2006–August 2015

The University of Texas at Brownsville and Texas Southmost College, Brownsville, TX

- Served as a Designated School Official (DSO).
- Managed 450 students from 32 countries per semester and their records through the Student and Exchange Visitor Information System (SEVIS).
- Provided academic and immigration advising to 120 international students per semester through mandatory beginning-of-semester orientation.
- Maintained, organized, and updated official immigration documentation and created database reports containing biographical and immigration information to streamline compliance reporting.
- Provided academic and immigration advising through workshops on Optional Practical Training (OPT).
- Assisted and guided students, professors, and outside employers on Curricular Practical Training (CPT).
- Implemented action plans for students in precarious situations, including immigration violations, and coordinated with family and the institution in the event of a student's death.
- Coordinated multicultural events including International Education Week, Chinese New Year, International Women's Day, and Mr. Amigo.
- Organized extracurricular activities and cultural adaptation trips for international students.
- Created monthly SEVIS reports regarding students' academic and immigration status and issuance of Form I-20.
- Coordinated employment applications with U.S. Citizenship and Immigration Services for OPT and CPT.
- Coordinated approvals for on-campus employment with campus departments.
- Served as liaison with the Social Security Administration, Customs and Border Protection at the Brownsville Port of Entry, the U.S. Consulate in Matamoros, Mexico, and the Mexican Consulate in Brownsville on international student matters.

Student Development Specialist, Dean of Students Office

December 2002–May 2006

The University of Texas at Brownsville and Texas Southmost College, Brownsville, TX

- Coordinated orientation for incoming students.

- Organized and coordinated multicultural events including Hispanic Heritage Month, Black History Celebration, Posada & Pastorela Celebration, Chinese New Year, Mr. Amigo Reception, International Women's Day, Welcome Week Events, and International Education Week.

Part-time Spanish Lecturer, Modern Languages Department — **June 2001–December 2014**

The University of Texas at Brownsville and Texas Southmost College, Brownsville, TX

- Courses taught: SPAN 1373, Basic Spanish for Bilinguals I; SPAN 1374, Basic Spanish for Bilinguals II.

Spanish and ESL Instructor, The Language Institute — **September 1998–May 2002**

The University of Texas at Brownsville and Texas Southmost College, Brownsville, TX

- Courses taught: Elementary Spanish I & II; Intensive Spanish Immersion; Beginning English Skills; English Academy I, II & III.

SKILLS

- Knowledge of U.S. immigration law pertaining to international students.
- Proficient in Microsoft Office applications, ePAF System, ImageNow, Handshake Portal, SEVIS Portal, and Accusource/CBC Portal.
- 100% fluent in English and Spanish.

BOOK REVIEWS

- “Mundo 21”, 3rd Edition, book review and custom edition. Fall 2007

BOOK PUBLICATIONS

- “Lo profano y sagrado en las vidas de Sor Úrsula Suárez y la Monja Alférez.” Estuario de la palabra. Ateneo Literario José Arrese. Alja Ediciones, 2018.
- “El ventanal.” El mundo clausurado. Antología de escritores. Textos escritos desde el confinamiento. UNAM San Antonio y Letras en la Frontera. Ediciones Morgana, 2020.

CERTIFICATIONS

- Certificate in Human Resources Management
- “Creating a Culture of Excellence” Employment Law Updates
- NAFSA F-1 Regulation for Beginners
- NAFSA F-1 Regulations: The Second Step
- NAFSA Beyond the Basics of F-1 Student Advising Intermediate
- NAFSA Curricular Practical Trainings: Creating Best Practice and Policies
- NCORE Race and Ethnicity in American Higher Education

CONFERENCES

- “Lo profano y sagrado en las vidas de Sor Úrsula Suárez y la Monja Alférez.” Fall 2018
- Letras en el Estuario. Congreso Binacional. Lecturas de narrativa, poesía y ensayo. Matamoros, Tamaulipas, México / Brownsville, Texas.
- “New Currents in International Education.” Dallas, Texas. Fall 2007
- "NAFSA: Association of International Educators." Washington, DC. Spring 2024
- “NAFSA: Association of International Educators.” Little Rock, Arkansas. Fall 2006
- “Beginning your Journey to Student Development Through Orientation.” Dallas, Texas. Spring 2006
- “Leadership and Empowering the Activists in Students” at NCORE. Chicago, Illinois. Spring 2006
- “La violencia cotidiana en Estampas del Valle de Rolando Hinojosa.” Letras en el Estuario. Congreso Binacional. Fall 2008
- Orientation Professionals Institute at NODA (National Orientation Directors Association). San Antonio, Texas. Spring 2003

COMMITTEES

- Member of NODA (National Orientation Directors Association). Spring 2003–2006
- Member of TACUSPA (Texas Association of College and University Student Personnel Association). Spring 2004
- Member of UTB/TSC Futures Commission, Campus Planning Taskforce. Spring 2004
- Advisor of the Scorpiontation Leader Association. Fall 2004–2006

- Founder of the on-campus Spanish Book Club "Café Literario." Fall 2007–2014
- Advisor of Kappa Lambda Chi. Fall 2004–2008
- Secretary and member of Sigma Delta Pi. Fall 1996–1997
- Member of Student Government Association. Spring 1996–1997
- Member of the UTB/TSC Dream Team. Spring 1995–1997
- Member and Secretary of Sigma Kappa Delta Pi, Spanish Honor Society. Fall 1998–Present
- Founder, President, and Advisor of the UTB/TSC Club Cultural Latinoamericano. Fall 1991–2002
- Initiator of the Mexican Independence Day Celebration at UTB/TSC in conjunction with the Mexican Consulate. Fall 1995–2010
- Initiator and organizer of the traditional Pastorela at UTB/TSC. Fall 1993–2012
- Organizer of Altar de Muertos Day at UTB/TSC in conjunction with the Mexican Consulate. Fall 2010–2015
- Member and organizer of the cultural event Mr. Amigo at UTB/TSC. Spring 1993–Present
- Advisor of the UTB International Student Organization. Fall 2007–Present
- Organization of trips and tours to points of interest within and outside the country for international students. Fall 2006–2015
- Member of the National Writers Union. Summer 2025–Present

VOLUNTEER EXPERIENCE

- ROTARACT International Club. Spring 1998–2001
- Mr. Amigo Association, Board Member. 2018–Present

ENDORSEMENT

"The work that Aragelia does at our institution and her great attitude and generosity are noteworthy. I have always been very impressed by her great character and disposition to help international students and faculty at any time. Her help was invaluable. Her help in this process is key and very important for me to continue with my process to change my immigration status in the United States."

Dr. Guadalupe Correa-Cabrera, Ph.D., Associate Professor & Chair, Government Department, The University of Texas at Brownsville.