

# Ikaika Alapa'i

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## Experience

04/19-CURRENT

### **Student Help Center Coordinator**

Linn Benton Community College, Academic Foundations-Albany, OR

- Researched best practices in Student Retention at community college
- Compiled information on campus resources, student services, and activities
- Organized potential plan for new center, possible partnerships

04/2017-04/2019

### **Office Coordinator, Administrative Assistant II**

Western Oregon University, International Education & Development-Monmouth, OR

- Served as first point of contact, greeting and directing public.
- Entered applicant information into International Student Database.
- Processed international student applications.
- Coordinated international travel for professors/staff, and processed travel reimbursements.
- Planned new student orientation, coordinating logistics and staffing.
- Provided administrative support with invoice processing, website maintenance, monitoring of departmental email accounts, maintaining office supplies, and distributing mail.
- Aided students with course registration, account set up, and immigration registration.
- Scheduled appointments over phone, in person, and via email

08/2015 – 03/2016

### **Assistant Asian & Pacific Islander Coordinator, Graduate Assistantship**

Portland State University, Multicultural Center – Portland, OR

- Provided holistic, culturally competent advising to cohort of Asian and Pacific Islander students.
- Advised students in academic success, coordinating individual success plan.
- Assisted students with scholarship eligibility, and leadership development.
- Event programming to explore Asian and Pacific Islander identity.
- Developed workshops to advocate for social justice and equity.

06/2014 – 03/2015

### **Executive Assistant**

INTO Oregon State University – Corvallis, OR

- Compiled and assessed enrollment numbers, fiscal budget, and expense report of center.
- Scheduled appointments, and maintained Executive Director's calendar.
- Took minutes at internal and external executive meetings.
- Coordinated international and domestic travel.
- Planned international student orientation and registration.
- Organized annual holiday fundraiser.
- Provided front desk coverage.

02/2014 – 05/2014

**Administrative Assistant, Temporary**

Oregon State University, Foundation – Corvallis, OR

- Input data to track donor relations and gift transactions.
- Ran budget reports to determine budget for international and domestic travel for management.
- Staffed front desk and scheduled meeting for center executives.
- Filed, scanned, and compiled donor records.

07/2013 – 01/2014

**Community Development Organizer**

Peace Corps – Las Pampas, El Salvador

- Solicited funding from Non-Profit and Governmental Agencies for community projects.
- Developed relationships with local agencies to sponsor women and youth workshops.
- Facilitated partnerships with local businesses to develop youth career and technical education.
- Worked with youth group to coordinate community service projects.
- Taught workshops in health, wellness, and physical education.

09/2009 – 06/2013

**Student Affairs Intern**

Eastern Oregon University, Student Affairs – La Grande, OR

- Staffed front desk of Multicultural Center.
- Screened and routed phone calls.
- Set appointments for Center Director.
- Worked with student organizations to develop cultural and diverse events and programs
- Developed diversity training for campus wide initiative.

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**Education**

M.A. in Educational Leadership and Policy

Portland State University, Portland OR

December 2017

B.A. in Global Cultural Studies, Concentration in Spanish

Eastern Oregon University, La Grande OR

June 2013