

# Ashley Ryan Hayden

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## EDUCATION

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**Columbia University School of Social Work** New York, NY  
*Master of Science in Social Work* May 2009  
Concentration: Social Enterprise Administration & International Social Welfare

**Christopher Newport University** Newport News, VA  
*Bachelor of Arts in Social Work* May 2008  
Minor: Philosophy/Religious Studies/Deans List/Phi Alpha Social Work Honor Society

## EXPERIENCE

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**Global Institute of Lansing (GIL)** Lansing, MI  
*Board Member* 2022- present

- Attend monthly board meetings
- Lead a subcommittee on developing a mentor program for GIL students
- Develop the following for the mentor program: job description, program description, mentor training topics, timeline and mentor application process.

**Michigan State University School of Social Work** East Lansing, MI  
*FAME Mentor Specialist* 2014-2015; 2017-present

- Recruit, interview and train mentors
- Develop and implement thorough screening process for mentors
- Facilitate mentor match meetings and check in meetings with mentors and students
- Conduct quarterly trainings for mentors
- Plan and facilitate mentor activities throughout the academic year
- Collaborate with community partners on mentor related topics
- Ensure monthly reporting is submitted by each mentor
- Provide supervision to School of Social Work interns

**Lutheran Social Services of the National Capital Area** Falls Church, VA  
*Refugee Resettlement Volunteer Program Consultant (Volunteer)* 2015-2016

- Advised Volunteer and Outreach Coordinator on processes and procedures for volunteer program
- Attended community trainings and gave feedback to Volunteer and Outreach Coordinator

**Hogar Immigrant Services** Falls Church, VA

*Advanced Citizenship Class Instructor (Volunteer)*

2015-2016

- Created and prepared lesson plans for weekly class
- Taught a two hour citizenship class each week on topics associated with the USCIS Citizenship Test and N-400 Immigration Application

**Lansing Community College**

*High School Diploma Completion Initiative (HSDCI) Work Based Learning/  
Mentor Coordinator*

Lansing, MI

2013-2014

- Developed curriculum and standards for the work based learning program
- Established and maintained collaborative relationships with campus faculty, community members, businesses, etc.
- Coordinated WBL services with the Career and Employment Services and Capital Area Michigan Works offices
- Coordinated, planned and oversaw support service class: brought in career speakers, introduced students to Career Cluster Surveys, ONET and other career preparation tools, develop curriculum for Work Based Learning, developed workshops for resume writing and mock interviewing, connected students with on campus professionals for career interviews
- Developed vision and standards for career based mentoring program.

**Lutheran Social Services of Michigan**

*Unaccompanied Refugee Mentor Program Coordinator*

Lansing, MI

2011-2013

- Developed a recruitment and training plan to identify, prepare and retain adult mentors
- Interviewed, screened and assessed all mentors and tutors in accordance with contractual and regulatory requirements
- Developed ongoing topical training opportunities for matched mentors
- Provided ongoing supervision for mentors through quarterly meetings and support groups
- Coordinated various educational workshops for refugee youth
- Trained youth focus group members in leadership and advocacy skills
- Developed and distributed 6 month and 12 month mentor evaluations
- Utilized data from mentor evaluations, mentor support meetings and monthly reports for program evaluation

**Lutheran Social Services of Michigan**

*Unaccompanied Refugee Minor Foster Care Case Manager*

Lansing, MI

2009-2011

- Provided case management services to unaccompanied refugee minors in foster care
- Counseled and supported individual client needs
- Created short and long term goals with youth and foster parents
- Coordinated educational, medical and mental health services
- Completed detailed service plans each quarter
- Testified in court for youth in court jurisdiction
- Assisted youth in immigration paperwork and federal court proceedings

**Hamilton Madison House**

New York, NY

*Administrative Program Coordinator*

2008-2009

- Organized the monthly student intern group meetings and brought in speakers
- Worked on a \$40,000 grant for our Chinatown community program
- Assisted the development department with two fundraiser dinners
- Developed and implemented a program evaluation for the music school
- Created a survey and developed an executive summary of the results from program development meetings

**Refugee and Immigration Services**

Hampton, VA

*Orientation Program Coordinator*

2007 - 2008

- Created an intense resettlement orientation program for newly arrived refugees
- Assisted individuals and families with employment and education opportunities including paperwork, interviews, and resume writing.
- Completed weekly home visits to assess resettlement progress of refugee families