

KAREN VAN HAERINGEN

CURRICULUM VITAE

PERSONAL DETAILS

Name:	Karen Amelia van Haeringen (nee Hamilton)
Title:	Ms
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PERSONAL SUMMARY

I am optimistic, outgoing and enthusiastic. I love to initiate new policy projects, to understand new concepts and find novel solutions to difficult problems. I enjoy learning about people in an effort to understand them so that I can be trusting and open with them. I have a generous spirit but am extremely careful in handling resources. I am an excellent organiser and have the ability to bring high risk policy projects to successful conclusions.

AWARDS

August 2006	Received Carrick Citation for Outstanding Contributions to Student Learning as part of the Carrick Australian Awards for University Teaching
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EDUCATION

1976-1980	Secondary education completed at Brisbane Girls' Grammar School.
1981 -1983	Bachelor of Arts degree completed at the University of Queensland. Majored in English Literature, Fine Arts and Ancient/Modern History. Offered entry to honours program in all three majors at the end of First Year.
1984	Commenced Honours in English Literature as a part-time student but did not complete.

EMPLOYMENT

December 1994 – Ongoing	Head of the Secretariat, (Associate Director Level) Academic Administration, Griffith University. This period of employment has encompassed a number of secondments as set out in the next section and three periods of maternity leave as follows:
May 1995 – January 1996	Maternity Leave.
September 1997 – March 1998	Maternity Leave.
September 2000 – May 2001	Maternity Leave.
November 1990 – November 1994	Senior Administrative Officer (Academic Administration), Secretariat, Griffith University. In September 1994 this position was reclassified from HEW Level 7 to HEW Level 8, with payment backdated to 1 January 1993.
April 1989 – November 1990	Administrative Officer Grade II (HEW Level 6), Academic Secretariat, Griffith University.
May 1984 – April 1989	Research Officer, Association of Independent Schools of Queensland Inc. <i>Duties included:</i> Development of surveys and research projects, preparing discussion and policy papers, preparation of submissions for Federal Government funds, preparation of AISQ's financial statements and organiser of professional development activities.
June 1983 – December 1983	University of Queensland Art Museum, hanging artworks and helping set up exhibitions.

SECONDMENTS AND HIGHER DUTIES

April 2007 – June 2008	Senior Project Officer (Associate Director Level) AUQA Audit, Office of the Deputy Vice Chancellor
1 May 2000 – 22 September 2000	Team Lead Configuration, PeopleSoft Student System
3 October – 14 October 1994	Acting Academic Registrar.
13 April – 22 October 1993	Acting Faculty Manager, Health and Behavioural Sciences. <i>Duties included:</i> As per attached position description.
4 March – 19 March 1993	Acting Executive Assistant to the Vice-Chancellor for a period of two weeks. <i>Duties included:</i> Writing 4 speeches for the Vice-Chancellor to deliver at public occasions, preparing correspondence on the Vice-Chancellor's behalf, directing incoming material to the Vice-Chancellor or

to the appropriate officers for advice, liaising with the senior executives of the University, acting as secretary to the Vice-Chancellor's Advisory Group and to the Management Advisory Committee.

November – December 1991

Acting Student Secretary for a period of four weeks.
Duties included: Overseeing the administration of student admissions and student enrolments.

October – November 1991

Acting Academic Registrar for a period of three weeks.
Duties included: Overseeing the activities of the Academic Secretariat and the Student Secretariat.

June 1986 – August 1986

Acting Executive Officer of the Association of Independent Schools of Queensland Inc.

PROFESSIONAL DEVELOPMENT

April 2010	Presented a paper 'Policy Cycle Revisited', National University Administration Policy Development Intensive 2010.
March 2010	Program Logic and Evaluation Workshop
September 2009	Developing Policy in Tertiary Institutions Workshop
	University Governance and Regulations Forum
August 2009	Member of Facilitation & Leadership Group facilitated by Ken Gilbert, the Growing Edge
July 2009	Australian Universities Quality Forum
March 2009	ALTC Changing Assessment to Focus on Learning
March 2009	Policy Officers Conference
December 2007 – December 2008	Griffith Leadership Circle facilitated by Ken Gilbert, the Growing Edge
July 2007	Australian Universities Quality Forum
May 2007	Issues and Trends in Transnational Education
October 2006	Effective Policy Analysis and Development
September 2005	Open Learning and Teaching Conference
November 2004	8 TH National Teaching Forum
December 2003	7 th National Teaching Forum
	Governance, Compliance and Risk Management Symposium
March 2003	Strategic Record Keeping Implementation Workshop
December 2002	6 th National Teaching Forum
	AUTC Learning Objects Symposium
November 2002	Knowledge Management Symposium
July 2002	Developing a Records Policy and Procedures Manual
February 2002	Domino.Doc Training
July 2000	Student Records II PeopleSoft
May 2000	Student Records I PeopleSoft
July 1997	Presenter of the Workshop Planning and Policy Development at the Australian Vice-Chancellor's Committee (now Universities Australia) National Staff Workshop
April 1994	Supervisor's Training Course
May 1993	Managing your Career
April 1993	Managing a University Budget
March 1993	Building a Professional Image
October 1992	Strategic Planning Seminar

September 1992
July 1992
April 1992

November 1991
July 1991
February 1985

Participative Management Seminar
Senior Staff Seminar, Kooralbyn
Access and Equity Symposium
AAIR Queensland Forum on Quality
AITEA Seminar on Quality and Diversity
Expanding Your Influence, AITEA
ASEA Arts Conference