

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Susan Mathews  
**ADDRESS:** Allen, TX  
**POSITION:** Assistant to the Dean  
**DEPARTMENT:** Academic Affairs, SCC

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Dallas County Community College District	10/08 - 11/16	Administrative Assistant to the Executive Dean
Dallas County Community College District	09/07 - 09/08	Department Assistant III, Service Center

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Richland College	2013	A.S., Liberal Sciences