

# Signe Coombs

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## EDUCATION

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**Missouri Western State University** **St. Joseph, MO**  
Masters of Applied Science; Sports and Fitness Management May 2016  
**The University of Iowa** **Iowa City, IA**  
Bachelor of Liberal Arts; Communication Studies, Minor in Psychology May 2011

- Big Ten All-Academic 2008-2009
- Dean's List 2011
- Student-athlete

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## PROFESSIONAL EXPERIENCE

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**Georgia Southwestern State University** **Americus, GA**  
*Senior Associate Director of Athletics* September 2021-Present

- Manage and oversee all aspects of NCAA, Peach Belt Conference (PBC), GSW, and University System of Georgia (USG) compliance policies and procedures for intercollegiate athletic programs
- Oversee the Department's internal operations, game day management, and event planning
- Provide sport supervision for women's tennis and oversee Student-Athlete Services Coordinator and Athletic Training
- Manage GSW Foundation and scholarship accounts, budget management, and signatory approval
- Serve as liaison to campus partners delivering expertise around athletic processes and partnerships
- Conduct and prepare reports for the USG, NCAA, PBC, and GSW
- NCAA Division II Regional Advisory Committee for Women's Tennis
- Develop and implement a comprehensive rules education and interpretation program, and staff development opportunities
- Oversee the Department's external fundraising efforts
- Identify, cultivate, solicit, and steward donors, including prospects, foundations, and corporations
- Assist in the development of the Department of Athletics and University Strategic Plan
- Serve on various University committees, including the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Quality Enhancement Team

**Georgia Southwestern State University** **Americus, GA**  
*Development Officer – GSW Foundation* August 2019-September 2021

- Managed portfolio of 75-100 prospects
- Secured funding for the baseball locker room \$250k capital project
- Identified, solicited, and secured endowments

- Expanded and increased athletic corporate partnerships by 100%
- Spearheaded restructure of the athletic booster membership program
- Implemented and generated 40 new premium basketball courtside seats for annual revenue
- Planned and implemented the GSW HERricane women's sports initiative that connected athletics with campus and community, while providing development opportunities for female student-athletes
- Coordinated events and opportunities for engagement between the University, Athletic Department, Alumni Affairs, donors, and prospects
- Cultivated strong relationships with and stewarded donors, fans, prospects, and philanthropic community

**Oklahoma Panhandle State University**

**Goodwell, OK**

***Head Volleyball Coach/Athletics Compliance Coordinator***

August 2018-July 2019

- Led team to most wins in recorded school history
- Led team to first post-season berth in recorded school history
- Managed volleyball program scholarship and operational budget
- Organized national recruitment efforts and team operations
- Coordinated team community engagement and fundraising campaigns
- Launched electronic academic tracking system to monitor student-athletes' progress
- Oversaw certification for initial and continuing eligibility
- Developed and implemented comprehensive rules education for teams, athletic staff, and campus
- Built and enhanced relationships with campus and community constituents

**Oklahoma Panhandle State University**

**Goodwell, OK**

***Academic Resource Center Coordinator***

July 2018-August 2018

- Restructured Career Services and Major Exploration
- Operated regional testing site on campus
- Assisted in the development of Peer Mentoring Program

**Missouri Western State University**

**St. Joseph, MO**

***Assistant Athletic Director-Academics & Senior Woman Administrator***

Jan 2016-July 2018

- Provided sport supervision for volleyball, cross country and track & field
- Oversaw initial and continuing eligibility, including academic evaluations of prospective student-athletes
- Administered the National Letter of Intent program
- Collaborated with the MWSU Foundation to manage the Graduate Assistant and Fifth-Year Programs
- Led and advised the Student-Athlete Advisory Committee (SAAC), advocating for issues important to student-athletes, and organizing community service/engagement
- Assisted SAAC in their most profitable annual fundraising to grant a "Wish" through the Make-A-Wish Foundation
- Restructured and implemented the student-athlete Mentoring Program
- Aided in all athletic administrative duties

**Missouri Western State University**  
***Interim Athletic Compliance Director***

**St. Joseph, MO**  
August 2017-November 2017

- Managed and oversaw all aspects of NCAA, Mid-America Intercollegiate Athletics Association (MIAA), and University compliance policies and procedures for intercollegiate athletic programs
- Collaborated with campus departments to ensure University's ongoing compliance with NCAA, MIAA, and University regulations
- Served on University committees and advisory groups
- Conducted team compliance meetings and provided continuing education program for campus and athletic staff

**Missouri Western State University**  
***Assistant Volleyball Coach***

**St. Joseph, MO**  
June 2013-January 2016

- Assisted in back-to-back 20 win seasons for the first time since 1997-1998
- Helped lead team to first winning season since 2007 and first conference winning season since 2000
- Responsible for defensive strategy, schemes, and implementation
- Recruiting coordinator for in-state and out-of-state prospective student-athletes
- 16 All-MIAA selections, and an AVCA All-District First Team selection and AVCA All-American
- Assisted in all areas of individual and team development, practice organization, match preparation and travel operations
- Monitored the academic development of volleyball student-athletes
- Collaborated with vendors and monitored team equipment inventory

**Missouri University of Science and Technology**  
***Assistant Volleyball Coach***

**Rolla, MO**  
June 2012-June 2013

- 2012 Great Lakes Valley Conference (GLVC) West Division Conference Champions
- Led team to highest defensive ranking in program history (sixth in NCAA Division II)
- Responsible for defensive strategy, schemes, and implementation
- Five All-GLVC West Selections, and Freshman of the Year Selection
- Assisted in all areas of individual and team development, practice organization, match preparation and travel operations
- Assisted with national recruiting efforts of prospective student-athletes

**Ashford University**  
***Admissions Counselor***

**San Diego, CA**  
December 2011-June 2012

- Recruited prospective students
- Advised and mentored students during enrollment process
- Instructed students with outline for payment options and class schedules

**Iowa Rockets Volleyball Club**  
***Head (2010-11) and Assistant (2007-09) Coach***

**Iowa City, IA**  
2007-2011

- AAU National Champions, 2011
- Coached teams to three national championship tournaments (USAV and AAU)
- Directed all areas of development, practice, and match preparation
- Recruiting coordinator for 18's team