

STAFF HANDBOOK / ACADEMIC CV

1. Personal Information

Full Name : Yuni Astuti

Academic Title/Position : Dr., S.IP., M.Pd./ Secretary of the Rector

Date of Birth : June 5, 1982

Nationality : Indonesia

E-mail address : yuniastuti@uny.ac.id

Phone Number : +628156888656

2. Educational Background

- Ph.D., Educational Management, Universitas Negeri Yogyakarta, Indonesia, 2023
- Master, Educational Management, Ahmad Dahlan University, Indonesia, 2019
- Bachelor, Public Administration, Widya Mataram University, Indonesia, 2014

3. Academic Positions and Employment History

- Secretary to the Rector, Universitas Negeri Yogyakarta, Rectorate, 2022 – present
- Secretary, Universitas Negeri Yogyakarta, Kampung Emas Laboratory, 2023 – present

4. Teaching Experience

- MDK6203 – Educational Management (2 credits), English Education Programme, Bachelor, FBSB UNY, Odd Semester 2023/2024
- MDK6203 – Educational Management (2 credits), Javanese Language Education Programme, Bachelor, FBSB UNY, Odd Semester 2023/2024
- MDK6203 – Educational Management (2 credits), Music Education Programme, Bachelor, FBSB UNY, Odd Semester 2023/2024
- MDK6203 – Educational Management (2 credits), Craft Education Programme, Bachelor, FBSB UNY, Odd Semester 2023/2024
- MDK6203 – Educational Management (2 credits), Chemistry Education Programme (Class C), Bachelor, FMIPA UNY, Odd Semester 2023/2024
- MDK6203 – Educational Management (2 credits), Chemistry Education Programme (Class A), Bachelor, FMIPA UNY, Odd Semester 2023/2024
- MDK6203 – Educational Management (2 credits), Dance Education Programme, Bachelor, FBSB UNY, Even Semester 2023/2024
- MDK6203 – Educational Management (2 credits), Primary School Teacher Education (PGSD), Bachelor, FIPP UNY, Even Semester 2023/2024

- MDK6203 – Educational Management (2 credits), Physics Education Programme, Bachelor, FMIPA UNY, Even Semester 2023/2024
- MDK6203 – Educational Management (2 credits), Mathematics Education Programme, Bachelor, FMIPA UNY, Even Semester 2023/2024
- MDK6203 – Educational Management (2 credits), Sociology Education Programme, Bachelor, FSHIPOL UNY, Even Semester 2023/2024
- MDK6203 – Educational Management (2 credits), Guidance and Counseling Programme, Bachelor, FIPP UNY, Even Semester 2023/2024
- PAP6213 – Office Management of Educational Institutions (2 credits), Educational Management Programme, Bachelor, FIPP UNY, Even Semester 2023/2024
- PAP6209 – Library Management (2 credits), Educational Management Programme, Bachelor (Class A), FIPP UNY, Odd Semester 2024/2025
- PAP6209 – Library Management (2 credits), Educational Management Programme, Bachelor (Class B), FIPP UNY, Odd Semester 2024/2025
- MDK6203 – Educational Management (2 credits), Civic Education Programme, Bachelor, FSHIPOL UNY, Odd Semester 2024/2025
- PAP6312 – Educational Human Resource Management (3 credits), Educational Management Programme, Bachelor, FIPP UNY, Odd Semester 2024/2025
- MDK6203 – Educational Management (2 credits), Physical Education (Credit Transfer), FIKK UNY, Odd Semester 2024/2025
- MDK6203 – Educational Management (2 credits), Physical, Health, and Recreation Education Programme, Bachelor, FIKK UNY, Odd Semester 2024/2025
- PAP6233 – Educational Management Seminar (2 credits), Educational Management Programme, Bachelor, FIPP UNY, Odd Semester 2024/2025
- MDK6203 – Educational Management (2 credits), Fine Arts Education Programme, Bachelor, FBSB UNY, Odd Semester 2024/2025
- MDK6203 – Educational Management (2 credits), Javanese Language Education Programme, Bachelor, FBSB UNY, Odd Semester 2024/2025
- MDK6203 – Educational Management (2 credits), French Language Education Programme, Bachelor, FBSB UNY, Odd Semester 2024/2025
- PAP6222 – Educational Organization (2 credits), Educational Management Programme, Master, Class S2B24, FIPP UNY, Even Semester 2024/2025
- PAP6222 – Educational Organization (2 credits), Educational Management Programme, Master, Class S2A24, FIPP UNY, Even Semester 2024/2025
- MAP8208 – TQM Education (2 credits), Educational Management Programme, Master, Class S2A24, FIPP UNY, Even Semester 2024/2025
- PAP6222 – Educational Organization (2 credits), Educational Management Programme, Master, Class RPL24, FIPP UNY, Even Semester 2024/2025
- PAP6222 – Educational Organization (2 credits), Educational Management Programme, Master, Class RPN24, FIPP UNY, Even Semester 2024/2025
- PAP6222 – Educational Organization (2 credits), Educational Management Programme, Master, Class GN24A, FIPP UNY, Even Semester 2024/2025
- PAP6229 – Library Management Practice (2 credits), Educational Management Programme, Bachelor, FIPP UNY, Even Semester 2024/2025
- PAP6215 – Educational Facility Management (2 credits), Educational Management Programme, Bachelor, FIPP UNY, Even Semester 2024/2025

- PAP6240 - Contemporary Educational Management (2 credits), Educational Management Programme, Master, FIPP UNY, Even Semester 2024/2025
- MAP8208 – TQM Education (2 credits), Educational Management Programme, Master, FIPP UNY, Even Semester 2024/2025

5. Research and Publications

- Astuti, Y., Sugiyono, & Sujarwo. Development of Management Model: Validity of Management Model to Increase Teacher Competence in Writing Scientific Papers. *Community Practitioner*, 21(6), 943-951. Zenodo. 2024. <https://doi.org/10.5281/zenodo.11665368>
- Herawati, E. S. B., Mustofa, Z., Sari, M. N., Mirsa, N. R. P., Widiyan, A. P., & Astuti, Y. Digital Safety Education in Improving Students' Digital Media Skills. *Lamahu: Journal of Integrated Community Service*, 3(1), 1-12. 2024. <https://doi.org/10.37905/ljpmt.v3i1.24090>
- Wijayanti, W., Surya, P., Rahmawati, T., Suharyadi, A., Supriyana, H., Herawati, E. S. B., Sari, M. N., Widiyan, A. P., Astuti, Y., & Mirsa, N. R. P. Training on Improving Institutional Capabilities in Facing the Independent Curriculum. *MEJUAJUA: Journal of Community Service*, 4(1), 9-20. 2024. <https://www.jurnal.yaspenosumatera.org/index.php/mejuajua>

6. Supervision of Theses and Dissertations

- Eli Yana Safitri, Professional Program Development, Teacher Collaboration, and Internal Evaluation in Improving the Quality of Education Services: A Case Study in Elementary Schools, Theses, SK Year 2025, on going
- Barquna Tri Raraswati, Innovation Management Principals as Agents of Change in Building an Inclusive and Sustainable Edupreneuship Ecosystem: A Multi-Case Study on Startup Schools with a Descriptive Qualitative Study Approach, Theses, Decree Year 2025, on going
- Muhammad Mujari, The Influence of Adaptive Leadership, Emotional Intelligence, Digital Literacy, and Pedagogic Competence on the Work Productivity of Madrasah Tsanawiyah Teachers in Sleman Regency, Theses, Year 2025, on going
- Rohmanur Mala, Principal's Innovation in Developing a Payment System Friendly for Parents at RA Masyitoh II Sindutan, Theses, Year 2025, on going
- Ruth Mandak, Transformational Leadership Model of School Principals: Study of Learning Quality Improvement T-Shirt at SMAN 7 Sorong Regency, Theses, Year 2025, on going
- Marsalina Way, The Influence of Teacher Leadership Models and Learning Climate in Improving the Quality of Learning at SMP Negeri 1 Sorong Regency, Theses, Year 2025, on going
- Syari Wulan Tera, Transformational Leadership of School Principals: A Case Study of Improving the Quality of Education Through Extracurricular Activities at SMA Negeri 1 Abung Semuli and SMA N 1 Abung Barat, Theses, Year 2025, on going
- Yunita Fitria, The Influence of Transformational Leadership of School Principals, The Availability of Infrastructure Facilities and Teachers' Digital Literacy on the Quality of

Schools in Elementary Schools in Sungai Apit District, Siak Regency, Theses, Year 2025, on going

7. Academic Services and Committee Memberships

- Committee & Participant, International Conference on Teacher Education and Professional Development (InCoTEPD), 2024
- Participant, National Archival Discussion, 2024
- Committee, Benchmarking on PTN-BH Preparation Strategy and IKU Achievement Improvement, State University of Surabaya, 2022
- Committee, Review of Entrance Examination Questions for Independent Student Admission, Universitas Negeri Yogyakarta, Puri Asri Magelang, 2023
- Committee, Monitoring and Evaluation of UNY Community Service Programme (KKN) in Kebumen, Central Java, 2022
- Committee, Monitoring and Evaluation of KKN-PK Students, Universitas Negeri Yogyakarta, Kebumen, 2022
- Committee, Monitoring and Evaluation of Teaching Practice (PK), Universitas Negeri Yogyakarta, Klaten, 2022
- Committee, Coordination Meeting of UNY Alumni, Bangka Belitung Province, 2022
- Committee, Support for Yogyakarta Delegation at POMNAS XVII, West Sumatra, 2022
- Committee, KKN-PK Mapping and Admission Socialisation, Pacitan, 2022
- Committee, Monitoring and Evaluation of UNY Gunungkidul Campus Development, 2022
- Committee, Monitoring and Evaluation of Teaching Practice (PK), Universitas Negeri Yogyakarta, Wonogiri, 2022
- Committee, KKN-PK Mapping and Admission Socialisation, Banjarnegara, 2022
- Committee, Admission Study Visit to Universitas Pendidikan Indonesia, Bandung, 2022
- Participant, Workshop on Business Unit and Entrepreneurship Competence Development, UNY Wates Campus, 2022
- Committee, Evaluation of Student Admission (PMB), Nagoya Hill, Batam, 2023
- Committee, National Seminar and LPTK Cup XXI, State University of Malang, 2024
- Committee, Monitoring UNY Students at POMNAS, Lambung Mangkurat University, Banjarmasin, 2024
- Committee, Monitoring of Fitness Unit Development, Universitas Samudra, Langsa, Aceh, 2024
- Committee, Data Collection on Training and Workshop Activities, Ministry of Education and Culture, 2023-2024
- Committee, Work Programme Preparation for PTNBH UNY Strategic Indicators 2023-2026, 2024
- Committee, Cascading Target Preparation for PTNBH UNY Strategic Indicators 2023-2026, 2024
- Committee, Indonesian Flying Robot Contest (KRTI), National Level, 2024
- Committee, Review and Finalisation of SAKIP Supporting Documents, UNY, 2024
- Committee, Sanctioning of UNY PTNBH Strategic Indicators Performance Calculation Guidebook, 2024
- Committee, National Convention on Indonesian Education (KONASPI XI), 2024
- Committee, UNY-South Barito Collaboration: Human Resource Development Programme for School Principals (Batch 1), 2024

- Committee, Finalization of UNY PTNBH Strategic Indicators Performance Calculation Guidebook, 2024
- Committee, Socialisation of SBM and COA PIC Batch 1 (BAK, BRKSIU, DAKA, DKSIU, Library, KKN-PK-PI-Internship), UNY, 2024
- Committee, Preparation of Work Plan and Budget (RKA-UKPK) 2025, UNY, 2024
- Committee, Rundown Preparation for Visit of Universitas Samudra Team to UNY (Laboratory and Finance Training), 2024
- Committee, Operational Explanation of Institutional Fee System, Universitas Negeri Yogyakarta, 2025
- Committee, Assistance for Annual Tax Report (SPT) Filing for Lecturers and Staff, Universitas Negeri Yogyakarta, 2025

8. Professional Training and Certifications

- Strengthening Character Education of Pancasila Student Profile in Lesson Plan Development for Junior High School Teachers, SMP 15 Yogyakarta, 2024
- Training on Utilizing Research Results for Learning Development, SMP 5 Yogyakarta, 2024
- Training on Google Spreadsheet Application for Laboratory Management, Kampung Emas Krapyak IX Laboratory, UNY, 2024
- Managerial Competency Training for Principals of Vocational Secondary Schools in Indonesia and Malaysia, Lajpat Rai D.A.V College (LR DAV College Jagroan, India), 2024
- HOTS (Higher Order Thinking Skills) Question Development Training for Senior High School Teachers, SMA N 2 Banguntapan, 2024
- Scientific Writing Training for Teachers, SMA N 1 Sleman, 2024
- Institutional Capacity Building Training for Curriculum Merdeka Implementation, SDN Cebongan, 2024
- Training on Writing National Journal Articles for Junior High School Teachers, Universitas Negeri Yogyakarta, 2025
- Community Service Programme: Enhancing Teacher Competence in Implementing Deep Learning, SMA N Seyegan Sleman, 2025

9. Language Proficiency

- Indonesian: Native
- English: Fluent

10. Other Relevant Information

International Experience

- March 12-16, 2017 — UTM, Malaysia — Short Course on 21st Century Learning
- March 17-18, 2023 — Singapore — UNY Socialization and Promotion
- March 18-19, 2023 — Melaka & Kuala Lumpur, Malaysia — Meeting with Malaysian Universities
- April 20-24, 2024 — Melbourne, Australia — Visit and Academic Collaboration Discussion with University of Melbourne

- April 25-27, 2024 — Sydney, Australia — UNY Socialization and Promotion; Benchmarking at Monash University (April 25) and Deakin University (April 26)

Honors and Awards

- 2024 — Cumlaude, Graduation Ceremony Period I Academic Year 2023/2024 — Universitas Negeri Yogyakarta (UNY)
- 2002 — 2nd Place, Women's Singles Tennis Tournament Dwi Windu — Ikatan Club Tennis Dwi Windu Bantul
- 2003 — 3rd Place, Women's Singles Junior Tennis Tournament (GOLKAR XXXII) — DATI II Bantul Regency

Professional Activities / Community Services

- 2024 — Training on Strengthening Pancasila Student Profile Character Education in the Preparation of Teaching Modules for Teachers — SMP 15 Yogyakarta
- 2024 — Strengthening the Ability to Use Research Results for Learning Development — SMP 5 Yogyakarta
- 2024 — Training on the Utilization of Google Spreadsheet Applications in the Management of the Krapyak IX Gold Village Laboratory — Krapyak IX Gold Village Laboratory UNY
- 2024 — Managerial Competency Training for Principals of Vocational Secondary Schools in Indonesia and Malaysia — Lajpat Rai D.A.V College (Jagroan, India)
- 2024 — HOTS Question Preparation Training for Senior High School Teachers — SMA N 2 Banguntapan
- 2024 — Scientific Paper Writing Training for Teachers — SMA N 1 Sleman
- 2024 — Training on Improving Institutional Capabilities in Facing the Independent Curriculum — SDN Cebongan
- 2025 — National Journal Article Writing Training for Teachers — Yogyakarta City Junior High School (UNY)
- 2025 — PkM to Improve Teachers' Competence in Implementing Deep Learning — SMA N Seyegan Sleman

Conferences, Seminars, Workshops, and Scientific Activities

- 2024 — International Conference on Teacher Education and Professional Development (InCoTEPD) — Committee & Participant
- 2024 — National Discussion on Archives — Participant
- 2022 — Benchmarking of PTN-BH Preparation Strategy and Improving KPI Achievement, State University of Surabaya — Committee
- 2023 — Study of Independent Selection Questions at Universitas Negeri Yogyakarta, Puri Asri Magelang — Committee
- 2022 — Monitoring & Evaluation (Monev) KKN UNY, Kebumen Regency, Central Java — Committee
- 2022 — UNY Student KKN-PK Monev, Kebumen — Committee
- 2022 — UNY Student Education Practice Monitor, Klaten Regency — Committee
- 2022 — UNY Alumni Coordination Meeting, Bangka Belitung Islands Province — Committee
- 2022 — National Student Sports Week (POMNAS) XVII, West Sumatra — Committee
- 2022 — KKN-PK Location Mapping & PMB Socialization, Pacitan Regency — Committee

- 2022 — Monev for the construction of the UNY Gunungkidul campus — Committee
- 2022 — Educational Practice (PK) Monev for UNY Students, Wonogiri Regency — Committee
- 2022 — KKN-PK Location Mapping & Socialization of PMB UNY 2023, Banjarnegara Regency — Committee
- 2022 — New Student Admission Study Visit to Universitas Pendidikan Indonesia, Bandung — Committee
- 2022 — Student Business & Entrepreneurship Unit Development Workshop, UNY Wates Campus — Participant
- 2023 — New Student Admission Evaluation (PMB) 2022, Nagoya Hill Batam — Committee
- 2024 — National Seminar & LPTK Cup XXI Championship, State University of Malang — Committee
- 2024 — UNY Student Monitoring at POMNAS, Lambung Mangkurat University, Banjarmasin — Committee
- 2024 — Monitoring the Development of Fitness Units, Universitas Samudra, Aceh — Committee
- 2024 — Collection of Data on Details of Training & Workshop Activities, Ministry of Education and Culture — Committee
- 2024 — Preparation of the Work Program for the Assignment of Strategic Plan Indicators of PTNBH UNY 2023–2026 — Committee
- 2024 — Preparation of Cascading Target Strategic Indicators for the 2023–2026 PTNBH UNY Work Unit Strategic Plan — Committee
- 2024 — National Level Indonesian Flying Robot Contest (KRTI) — Committee
- 2024 — Review & Finalization of Data to Support SAKIP 2024 — Committee
- 2024 — Sanctioning the Guidebook for Calculating Performance Achievement Indicators of the Strategic Plan of PTNBH UNY — Committee
- 2024 — Indonesian National Education Convention (Konasp) XI — Committee
- 2024 — Implementation of UNY & South Barito Regency Government Cooperation: Improvement of Principal Human Resources Batch 1 — Committee
- 2024 — Final Sanctioning of the Guidebook for Calculating Performance Achievement of PTNBH UNY Strategic Plan Indicators — Committee
- 2024 — Socialization of SBM & COA PIC Batch 1 (BAK, BRKSIU, DAKA, DKSIU, BK Service Unit, SAU, Library, KKN-PK-PI-Internship) — Committee
- 2024 — Preparation of RKA-UKPK for Fiscal Year 2025 — Committee
- 2024 — Preparation of Rundown for the Welcoming of the Universitas Samudra Team at UNY (Laboratory & Culinary Management Training, Finance Team, Micro Teaching) — Committee
- 2025 — Operational Explanation of the Institutional Fee System, Universitas Negeri Yogyakarta — Committee
- 2025 — Annual Tax Return Filling Assistance for UNY Lecturers and Staff — *Committee*

Teaching Materials

- Educational Management, Educational Administration, Book, 2023
- Office Management in Educational Institutions, Educational Administration, Book, 2024
- Curriculum Studies in Educational Management at Teacher Training Institutions (LPTK), Educational Administration, Reference Book, 2025

Research Experience

- 2014, Implementation of the Bidikmisi Scholarship Program at the Faculty of Sports Science, Universitas Negeri Yogyakarta, Principal Investigator, Widya Mataram University
- 2019, Teacher Leadership in Improving the Quality of Learning at SD Negeri Tegal Klaci, Seyegan, Sleman, Principal Investigator, Ahmad Dahlan University
- 2024, Strengthening Character Education of the Pancasila Student Profile in Senior High Schools in Yogyakarta, Co-Investigator, Assignment Research for Professors and Structural Academic Staff
- 2024, Empowerment Model of Teacher Working Groups (KKG) in Elementary Schools in Yogyakarta City, Co-Investigator, Assignment Research for Professors and Structural Academic Staff
- 2024, Transformational Leadership of School Principals in the Implementation of the Vocational Center of Excellence Program in Yogyakarta, Co-Investigator, Institutional Research of the Directorate of Planning and Finance
- 2025, Transformation of School Principal Leadership in Strengthening Quality Culture in the Digital Era at Vocational Schools in Yogyakarta, Co-Investigator, Assignment Research for Professors and Structural Academic Staff
- 2025, Evaluation of the Implementation of Digitalization in Sports Injury Therapy Services in Yogyakarta Special Region, Co-Investigator, Assignment Research for Professors and Structural Academic Staff