
EDUCATION

Bowling Green State University

Master of Arts – College Student Personnel, May 2010

Bowling Green, Ohio

Urbana University

Bachelor of Arts, Cum Laude – Political Science, May 2008

Urbana, Ohio

WORK EXPERIENCE

Urbana University

Director of Student Life

Formerly: Director of Campus Life; Coordinator of Student Activities

Urbana, Ohio

2013-Present

2010-2013

RESIDENCE LIFE

- Manage residence life department functions including the implementation of programming within the residence halls to promote and support a collaborative living/learning environment
- Supervise residence life staff including graduate assistants, hall directors, and resident assistants through staff selection, training, evaluation and weekly meetings
- Oversee coordination and functions of student conduct process and supervise student conduct officers
- Maintain visibility in campus residence halls and dining hall as a means of increasing contact with students and observe operations of areas
- Coordinate with facilities and housekeeping for timely repairs and cleaning of campus residence halls
- Assist with the supervision of dining services operations and management of student meal plans
- Oversee safety and security operations in the residence halls to ensure safety for residents and quality performance by the campus safety personnel
- Assign housing for all students and provide Student Accounts with accurate information to ensure student billing occurs in a timely and appropriate manner

STUDENT CONDUCT

- Develop and oversee university Student Conduct process under direction of Dean of Students
- Provide leadership, supervision, and training to undergraduate hearing advisors
- Administer Student Code of Conduct and Student Handbook, and conduct annual reviews of each
- Serve as Student Conduct Advisor for high-level conduct cases
- Partner with Title IX Coordinator as needed during investigations, training, and sanctioning
- Serve as co-chair of University Behavioral Intervention Team

STUDENT ENGAGEMENT

- Coordinate a complete campus activities program, including social, educational, and cultural programming
- Work with entertainment agencies and promoters to coordinate the contracting process for activities
- Advise and provide guidance to student organization faculty/staff advisors
- Directly advise Student Government Association and Campus Activities Board
- Create resources to promote successful student organizations, membership recruitment, and advising
- Oversee budget for student activities office for programs and organizations
- Collaborate with campus departments to plan large-scale programming
- Develop and implement a recreational, club, and intramural sports program
- Implement leadership development programs for student leaders through individual workshops and trainings
- Oversee operations of university Student Center and staff
- Provide guidance to the development of interfaith chaplaincy program with local clergy

NEW STUDENT ORIENTATION

- Coordinate New Student Orientation program in winter and summer
- Plan and implement Welcome Weekend activities
- Collaborate with university departments, faculty, and staff in planning sessions and Welcome Weekend
- Select and supervise twenty Orientation Leaders

Heidelberg University

Residence Coordinator

- Supervise a staff of resident assistants and one Assistant Residence Coordinator
- Serve in on-call duty rotation to assist in response to campus situations and crises
- Facilitate weekly staff meetings and bi-weekly one-on-one meetings with staff
- Chair professional development and Residence Coordinator selection committees
- Serve as a student conduct hearing officer and update conduct sanctions
- Assist in planning annual Parent/Family Weekend and Homecoming week activities
- Modernize, update, and maintain Residence Life website

Tiffin, Ohio

2008-2010

Career Development Graduate Assistant

- Provide career development advising and programming to upperclass students who are exploring careers
- Implement programming including the Mock Interview Days and National Career Development Month
- Assist with career outreach, career exploration programming, and life transition skill programming to students and alumni through individual advising, residence hall programming workshops, and events
- Aid with planning career and job fairs including the TU / Berg Job Fair, Education Expo Job Fair
- Train and provide on-going professional development to undergraduate Career Development Officers
- Update office publications and website

2008-2010

Advisor, Excelsior Men's Society

- 2010 Heidelberg University Faculty/Staff Advisor of the Year
- Oversee organizational goal setting and development
- Facilitate meetings with executive board members to assist with directing organization's agenda
- Serve as a resource for members; give input on new and perspective members
- Assisted with New Member Education and recruitment programming
- Advise members on university policy and guidelines
- Serve on board of University's Greek Life advisors council
- Recipients of Heidelberg University Student Organization of the Year, 2010

2008-2010

The New School

ACUHO-I Intern, Summer Conference and Housing

- Participate in on call duty rotation, responding in emergency situations throughout the Manhattan borough
- Attend weekly staff meetings to receive information regarding housing information
- Assist in coordination and check-in and check-out of summer programs
- Maintain high visibility and accessibility to both guests and staff of residence halls
- Help build effective communication with conference guests and representatives
- Coordinate furniture and supply moves across Manhattan facilities
- Work collaboratively to maintain an appropriate living-learning environment for students

New York City, NY

2009

PROFESSIONAL DEVELOPMENT AND VOLUNTEER EXPERIENCE

- National Association of Student Personal Administrators
 - National GLBT Knowledge Community Graduate Student Core Member (2009)
- Ohio College Personnel Association
 - 2015 Innovative Program in Student Affairs Award Winner; Peer-Based Student Conduct
 - Executive Board Member
 - 2015 Chair, Careers in Student Affairs Conference
 - 2016-Present: Chair, Communications
 - Mentored 2015 Ohio Undergraduate Student Leader of the Year
- SOCHE (Southwestern Ohio Council on Higher Education)
- Leadership Champaign County, Class of 2011
- Young Professionals of Champaign County
 - Founding Member & Steering Committee member