

COURTNEY HARRIS

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EDUCATION

M.A. in College Student Personnel

Bowling Green State University, Bowling Green, OH

May 2019

Honors B.S. in Management, Minor in Writing and Communications

Siena College, Loudonville, NY

May 2017

STUDENT AFFAIRS EXPERIENCE

Hall Director

Baldwin Wallace University, Berea, OH

August 2017 - Present

- Manage a residence hall of over 200 residents
- Supervise, train, and evaluate a staff of 8 resident assistants
- Respond to emergencies in weekly on-call rotation
- Coordinate with campus facilities departments to maintain the appearance and function of assigned residence hall
- Advise resident assistants in the planning of in-building programs
- Counsel students to provide support and appropriate resources
- Design and present professional development training for Winter RA Training
- Create and implement assessment initiatives surrounding the resident assistant recruitment and selection process
- Strategically allocate hall budget to program for residents and make improvements to the building

Graduate Assistant for Student Activities

Baldwin Wallace University, Berea, OH

July 2017 - Present

- Aid in the recruitment and selection of new student members for student programming boards
- Oversee programming board members in the planning and coordination of monthly off-campus trips for students
- Advise students in the planning of monthly on-campus entertainment events
- Coordinate logistics for campus' spring concert
- Design marketing materials for Involvement fair
- Carry out assessment initiatives for the Office of Student Activities
- Collaborate with Campus Scheduler and ID Office to coordinate logistics for student events
- Ensure student programmers appropriately use organization budgets

Student Activities and Leadership Development Intern

Siena College, Loudonville, NY

January 2017 - May 2017

- Assist Director of Student Activities in the management of Siena's Club Sports program
- Write job descriptions for Club Sports Coaches
- Design assessment materials for student leadership initiatives

- Aid in creation of orientation schedule
- Create advertisements for department events

Student Events Board President

December 2015 - December 2016

Siena College, Loudonville, NY

- Recruit, interview, select, and train advertising coordinators, programmers, and representatives
- Encourage committee chairs to develop their ideas fully to create successful events
- Work with treasurer and committee chairs to ensure appropriate use of \$200,000+ budget
- Manage internal conflict amongst board members
- Oversee five executive and twenty general board members
- Communicate upcoming event details with campus partners

St. Thomas Aquinas College, Sparkill, NY

May 2016 - August 2016

New Student Orientation Assistant

- Aid in training of Orientation Leaders
- Assist Director of Student Activities at orientation events
- Communicate with incoming students and families
- Debrief and assess orientation activities and presentations

OTHER EXPERIENCE

Junior Account Manager

September 2014 - December 2015

EventPermits, Hoboken, NJ

- Manage and coordinate location logistics for Google Express multi-city tour
- Oversee municipal coordination for Michelob Ultra event in Miami Beach FL
- Coordinate and present logistics information for NYC Ferrari film shoot to clients
- Write copy and case studies for company web pages
- Design capabilities presentation for prospect and client meetings

New Year's Eve Communications Assistant

December 2014 & 2015

Times Square Alliance, New York, NY

- Collaborate with communications team to create a content strategy and schedule
- Photograph special performances and upload to social media outlets

COMMITTEE INVOLVEMENT

Siena College

- Alumni Relations Senior Gift Committee (2017)
- Future Leaders in Student Affairs (2017)
- Association of College Unions International (ACUI) Region VII Ed Programs Sub Team (2017)
- Racial Diversity in Student Leadership Committee (2016)

Baldwin Wallace University

- Resident Assistant Recruitment and Selection Committee (2017)
- Involvement Fair Planning Committee (2017)