

DANIEL J SCHAFFER- KUHLMAN

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Education

Eastern Michigan University; Ypsilanti, MI, Graduated: April 2016

Master of Arts – Higher Education/Student Affairs

Specializations: Housing and Residence Life, Student Conduct, and General Student Affairs Administration

Central Michigan University; Mt. Pleasant, MI, Graduated: May 2014

Bachelor of Arts

Major: German Language and Literature – Minor: American Sign Language

Universität Hamburg; Hamburg, Germany, October 2012 – July 2013

Undergraduate scholarship and stipend to spend a year focusing on German language, literature, and culture

Focuses: German linguistics and syntax, German history, and German theatre

Previous Employment and Student Affairs/Residence Life Experience

Residence Hall Director – The Ohio State University; July 2016 – Present

- Select, train, supervise, and evaluate nine Resident Advisors and one Resident Manager in Baker Hall West Residence Hall; indirectly supervise 20-25 Office Assistants
- Manager overall operation of a residential complex housing up 420 residents – mostly first-year and second-year students
- Participate in 24/7 on-call rotation providing response to emergencies and student crises for 1,900 residents in area
- Oversee successful implementation of Visual and Performing Arts Learning Community, managing a budget of \$11,000
- Collaborate with faculty members to support the Arts Scholars and Humanities Scholars communities, as well as the eight STEP (Second-Year Transformational Experience Program) cohorts in Baker Hall
- Adjudicate conduct and behavioral hearings with students to address violations of the Code of Student Conduct
- Coordinate and support educational programming focusing on building community, inclusion, wellness, and learning
- Approve, reconcile, and oversee all building and Hall Council expenditures from a budget of \$12,000
- Provide training and guidance to paraprofessional staff on policies and protocol related to sexual misconduct and Title IX – sit on the Consultation and Assessment Team panel, investigating cases of serious mental health and Title IX
- Advise Off the Lake Productions, a student-run, service-based play and musical theatre Involved Living Organization
- Work daily with software such as StarRez Occupancy Management, Maxient, eRezLife, and Microsoft Outlook and Excel

Graduate Hall Director – Eastern Michigan University; July 2014 – May 2016

- Supervised a staff of ten Resident Advisors using a learning-focused approach in Hill Residence Hall
- Promoted the departmental values of personal development, community, civility, and appreciation for all students for the first-year through graduate students in the residence hall
- Collaborated with in-hall Community Programmers overseeing the Pre-Professional, Substance-Free/Healthy Living, and 21 and Over Living-Learning/Theme Communities
- Managed a budget of over \$7,000 used for hall programming, student/staff development, and operational needs
- Facilitated communication between professional staff and facilities to resolve issues for the 300+ residents of Hill Hall
- Participated in three week-long on-call/duty rotations per semester to personally respond to and/or instruct on-duty Resident Advisors how to correctly act in situations of crisis, emergency, and policy violation

Summer ACUHO-I Housing Intern – Manhattan School of Music; May 2015 – August 2015

- Supervised a staff of eight Conference Assistants, performing daily facilities and conference-related duties to make Andersen Residence Hall equipped for summer conference guests, and incoming fall residents
- Supervised staff of nine Paint Crew and taught basic painting strategies. Successfully painted 50 rooms and two hallways
- Met one-on-one weekly with the Dean of Students to rewrite the Manhattan School of Music Student Code of Conduct
- Rewrote an entirely new Manhattan School of Music Resident Assistant Handbook
- Completed large-scale facilities projects in order to improve the operation of summer camps and conferences
- Coordinated room assignments and linen exchanges with summer camps and conferences working with groups of 50-200 guests – communicating with both domestic and international students and conference leaders
- Participated in six weeks of duty/on-call rotation, personally responding to situations of emergency and policy violation

Student Conduct and Community Standards Intern – Eastern Michigan University; January 2016 – Present

- Handled low to mid-level conduct cases involving EMU students, meeting with charged students to discuss further action
- Utilized the incident report writing software Advocate to gain information on incidents prior to meeting with respondents
- Worked in an office experiencing leadership change, operating temporarily without a Director of Student Conduct
- Assessed office using the Council for the Advancement of Standards in Higher Education (CAS) guidelines
- Participated in Eastern Michigan University Title IX Investigator meetings

Committee Work and Participation

Paraprofessional Staff Recruitment Committee – The Ohio State University; August 2017 – Present

- Organize the hiring of OSU Resident Advisors and Managers (roughly 1,000 applications, 600 interviewees, and 400 hired), review and prepare application and interview materials, coordinate and implement RA interview weekend

Professional Recruitment Committee – The Ohio State University; August 2016 – May 2017

- Read and evaluated professional resumes for multiple full-time positions at Ohio State, traveled to The Placement Exchange in San Antonio, Texas to interview candidates, and hosted candidates during on-campus interviews at OSU

Paraprofessional Staff Training Committee – Eastern Michigan University; August 2015 – May 2016

- Assisted in the implementation and planning of monthly student staff In-Services and January Winter Training (served as emcee) and the “Swoop School of Leadership” – a preparatory class for the following academic year’s student staff

Spirit and Recognition Committee – Eastern Michigan University; August 2015 – May 2016

- Promoted university and department pride through monthly spirit challenges, recognition celebrations (including the End of the Year Banquet), and community building-oriented excursions to events in Ypsilanti, Ann Arbor, and Detroit

Graduate Assistant Recruitment Committee – Eastern Michigan University; August 2014 – May 2015

- Interviewed candidates at the Oshkosh Placement Exchange and EMU Graduate Assistant Interview Day (GAID), called references, and assisted in choosing which applicants were offered Housing Graduate Assistant positions

Michigan Resident Advisor Conference Committee – Eastern Michigan University; August 2014 – May 2015

- Co-chaired the “Residential Education” sub-committee (and advised five RAs) for the 2015 annual Michigan Resident Advisor (MiRA) Conference, held at EMU in March 2015. Selected 40+ presentation for conference

Teaching Experience and Presentations

ES HESA 2576: Leadership for Resident Advisors

The Ohio State University – Instructor; March 2017 – May 2018

Swoop School of Leadership (Resident Advisor Preparatory Course)

Eastern Michigan University – Instructor; March 2016 – May 2016

Schafer-Kuhlman, D. J. (2018, June). *Supporting Your Fine/Performing Arts Students*. To be presented at the Ohio College Personnel Association (OCPA) Annual Conference in Worthington, Ohio.

Kuhlman, D. J. & Boden, S. R. (2017, June). *Professional Development: A Fresh and Seasoned to Learning*. Presented at the 2017 Association of College and University Housing Officers – International (ACUHO-I) Annual Conference and Exposition in Providence, Rhode Island.

Organizations, Conferences, and Additional Involvement

National Association of Student Personnel Administrators (NASPA) Annual Conference – Attendee

- March 2018 – Philadelphia, Pennsylvania

Ohio Union Activities Board presents Leslie Odom, Jr. – Moderator

- October 2017 – The Ohio State University

Association of College and University Housing Officers – International (ACUHO-I) Annual Conference – Presenter

- June 2017 – Providence, Rhode Island

The Placement Exchange (TPE) – Candidate and Employer

- March 2016 and 2017 – Indianapolis, IN and San Antonio, Texas

American College Personnel Association (ACPA) Annual Conference – Attendee

- March 2017 – Columbus, Ohio

Careers in Student Affairs and The Placement Exchange – Presenter

- December 2016 – The Ohio State University

Oshkosh Placement Exchange (OPE) – Candidate and Employer

- February 2014, 2015, and 2016 – Oshkosh WI

Graduate Assistant Hiring Manager – Office of Student Conduct and Community Standards

- January 2016 – March 2016 – Eastern Michigan University

Eagle Cup Challenge – First Place Holder

- August 2014 – April 2016 – Eastern Michigan University

BEST (Basic Employment Skills Training) Program – Student

- September 2014 – April 2016 – Eastern Michigan University

Student Success Assessment Institute – Attendee

- November 2015 – Eastern Michigan University

Michigan College Personnel Association (MCPA) Professional Development Institute – Attendee

- February 2015 – At Central Michigan University

Careers in Student Affairs and the Oshkosh Placement Exchange – Presenter

- November 2014

National Residence Hall Honorary (NRHH) – Treasurer

- October 2014 – May 2016 – Eastern Michigan University

References

Rochelle Toth

Assistant Director of Residence Life – The Ohio State University

Current Supervisor

614.247.2522

toth.225@osu.edu

Jim Love

Director of Residence Life – The Manhattan School of Music

Former ACUHO-I Internship Supervisor

917.493.4161

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Scott Boden

Director of Development – Association of College and University Housing Officers – International (ACUHO-I)

Mentor

614.292.0099

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Monica Christensen, Ed.D.

Dean of Students – The Manhattan School of Music

Former Mentor

917.493.4036

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Michael Smith

Assistant Director of Student Conduct – University of North Alabama

Former Supervisor at Eastern Michigan University

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