

James Tyler Workman

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Education

Bachelor of Arts: Educational Studies, Confirmed May 2017

Masters of Education: Leadership in Higher Education, Expected May 2019

EXPERIENCE

Hall Director

August 2017- Present

Office of Residence Life, Baldwin Wallace University, Berea Ohio

- Supervise and evaluate two Resident Assistants, addressing issues that affect staff and department.
- Enforcement of department and University policies and administrative process.
- Manage the daily operations of a traditional residence hall serving about 200 first-year students.
- Participate in the on-call rotation for the North-West side of campus (~500 students)
- Serve as a conduct hearing officer, enforcing department and University policies.
- Plan and lead Resident Assistant staff meetings for the purpose of campus updates, training, support, and accountability.
- Facilitate training, leadership development and professional development for Resident Assistant staff.
- Oversee and track budgets that help supply funds for programs and supplies.
- Advise First Year Mentor Program to assist with first year students' transition to college.
- On the Training committee for the 2017-2018 academic year

Sustainability Intern

August 2017- Present

Office of Residence Life, Baldwin Wallace University, Berea Ohio

- Supervise three Resident Assistant Eco-Representatives
- Plan and lead Resident Assistant staff meetings for the purpose of campus updates, training, support, and accountability.
- Facilitate training, leadership development and professional development for Resident Assistant staff.
- Oversee and track two budgets that help supply funds for programs and supplies

Student Worker for Office of Campus Involvement

August 2014- May 2017

Office of Campus Involvement, Hiram College, Hiram Ohio

- Worked closely with the Director of Campus Involvement.
- Made updates the official college web site.
- Tasked with organizing twenty off campus excursions.
- Organizing office space for a more efficient work environment.

Summer Conferencing Assistant

May 2016- August 2016

Office of Residential Education, Hiram Ohio

- Put together summer conference packets.
- Handled the check-ins and checkouts of summer conference groups.
- Inventoried rooms for summer conferencing groups.
- Labeled keys for all rooms on campus.
- Split on call responsibilities to answer questions and assist summer conference groups.

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Lead, Connect, Achieve Internship

December 2015- August 2017

Outdoor Leadership Program, Hiram Ohio

- Took a group of twelve High School students to the Upper Peninsula of Michigan.
- Lead activities and discussion based around Leadership, Perseverance, and Teamwork.

Resident Assistant

August 2014 – May 2016

Office of Residential Education, Hiram College, Hiram Ohio

- Advised and oversaw 15 residents in a coeducational building of 200 residents
- Mentored students with academic concerns and served as a positive role model
- Shared in an on-duty rotation with 9 Residential Assistants and responded to emergency situations as needed
- I was responsible for completing 4 active programs as well as 4 passive programs.
- I was put through extensive training on multiple subjects pertaining to residential education.
- I managed a budget of sixty dollars that was to be used to pay for each of the programs that I was responsible.

Orientation Leader

May 2014- August 2016

Office of Campus Involvement, Hiram College, Hiram Ohio

- In this position, I was responsible for being a knowledgeable member of a team.
- I was responsible for showing incoming students of Hiram College the campus.
- The position also entailed helping incoming students and their parents to make the correct connections with faculty and staff members.

Professional Development

- Workman, J. (2018). The Good, the Bad, and the Magic of Growing Up. Presentation at Baldwin Wallace January RA training and the Annual NEOHO February Conference.
- Workman, J. (2018). How to take your Grad from Zero to Hero: Lessons from a Choir of Grads. Presentation at the January Annual OCPA Conference.