

Mini-Resumes
Indiana University of Pennsylvania
SAHE Class of 2002

Tonya R. Anthony

Primary Interest Areas: Financial Aid, Admissions, Enrollment Management, Alumni Affairs

Student Affairs Work Experience: *Graduate Assistant*, Office of Alumni Affairs, Indiana University of Pennsylvania, (1/01 – Present): Advise the IUP Ambassadors, a student alumni association. Oversee Homecoming Kidz Carnival, tuition raffle program, Career Networking, community service, creation of a newsletter each semester, Senior Send-Off, Ambassador retreats, and social activities within the organization. Provide orientation for executive board members and motivate members. Held membership in this organization as an undergraduate student at Indiana University of Pennsylvania.

Practicum: *Enrollment Management Graduate Intern*, Enrollment Management, Saint Francis University, (1/02 – present): Will learn about recruitment by attending college fairs, high school visits, and area receptions with the Admissions Professionals. Will learn to review student applications and how to interview prospective candidates. Will learn to award financial aid at private institutions by working with the Financial Aid Professionals.

Practicum: *Financial Aid Graduate Intern*, Financial Aid Office, Indiana University of Pennsylvania, (scheduled: 5/02 – 7/02): Will become more proficient in financial aid areas such as needs analysis, verification, NSLDS, Special Considerations, Award Packaging, Stafford loan and alternative loan processing, grants, and other programs. Will work with the SCT Banner system. Will counsel students and parents regarding financial aid concerns.

Additional Experience: *Graduate Student Worker* (5/01-8/01), *Undergraduate Peer Advisor* (8/96-8/00),

Financial Aid Office, Indiana University of Pennsylvania: Counseled students and parents in dealing with financial aid issues, verified financial aid applications, trained new employees, processed summer aid applications for students, including determining budgets and loan approval amounts.

Education: Master of Arts, Student Affairs in Higher Education, Indiana University of Pennsylvania (8/02).

Bachelor of Science, Secondary Mathematics Education, Minor in Business Administration, Indiana University of Pennsylvania (12/00).

Professional Membership: ACPA, NASPA, ASAP (a division of CASE)

Geographic Location: No preference

Permanent & Current Address: 133 North 9th Street, Indiana, PA 15701

Email: lryf@iup.edu **Phone:** 724-388-0690 (H)
724-357-7942 (W)

Available for employment: July 2002

David D. Best

daviddbest@hotmail.com

Primary Interest Areas:

Student Involvement & Organizations, Co-curriculum & Academic Support, Leadership Development, Multicultural or International Affairs, Admissions, Other Administrative

Student Affairs Work Experience:

⇒ *International Admissions Counselor*, Graduate School and Research, Indiana University of Pennsylvania (8/00-8/01):

Primary contact from inquiry through visa interview. Transcript evaluations. Information to grad. program coordinators. Spanish translations.

Coordinating between applicants, Graduate School, academic departments, and Office of International Affairs. Communication with institutions overseas. Training of replacement. Assessment and Evaluation. Goal and objectives.

⇒ *Graduate Residence Director, Campus and University Towers and Assistant to Director of Tri-Halls*, Office of Housing and Residence Life, Indiana University of Pennsylvania, (8/01-5/02):

Residence Director of two apartment buildings with 300 residents (upper-class-persons, graduate students, international students). Supervision of 13 office workers, 6 student pre-professionals and supplementary oversight of 4 additional student pre-professionals under a different GRD. On-Call rotation. Student discipline. Evaluation and hiring of student staff. Advising of area residence hall council and four academic specialty floors (Computer Science, English, Spanish, ROTC). Recruitment committee for professional and graduate staff. RA training presentations on Conflict Mediation, Gender and Race Relations. *Awards: "Most Visible RD Award," Fall check-in. Staff received special Spirit recognition.*

⇒ *Graduate Advisor*, IUP Free-Zone, Indiana University of Pennsylvania (7/00-5/02):

Co-curricular event planning. Direct advising of 10 student coordinating committee, General advising of 70 member student org. Recruitment of and coordination with faculty advisors. Oversight of 3 events per week. Weekly training presentations. Weekly new membership reception. Mentoring of marginalized groups.

Practicum:

Office of Student Activities and Orientation, Mount Aloysius College, (5/01-7/01):

Contracted all activities, 2001-2002 academic year, coordinated in-house activities with other notoriously uninvolved departments. Designed student activities calendar, redesigned departmental brochures and advertisements. Design and execution of two whole-day summer orientation sessions from proper ceremonial welcome, through scheduling for classes. Presentation at high-school exploratory program. Support to yearbook staff and execution of it's publication. Served on as sole representative of department during vacations, and for one month after resignation of immediate supervisor.

Additional Experience: Board of Directors, Student Cooperative Association, Indiana University of Pennsylvania (99-00, 01-02). University Judicial Board member, Indiana University of Pennsylvania (7/98-8/01). Campus dining Request for Proposal (RFP) Committee, IUP (98-00). Presenter, NACURH national conference 1999. Presenter, IUP "Wednesday Editions" series (4/00). President of IUP Student Congress (5/99-5/00).

Education: MA, Student Affairs in Higher Education, College of Education, Indiana University of Pennsylvania, (5/02).

BA, Criminology/Pre-Law (Minors: Spanish, History, English), College of Humanities and Social Sciences, Indiana University of Pennsylvania, (5/00).

Additional Training: Dr. James Frey of E.C.E.: transcript evaluation (China, India, Bangladesh); IUP Graduate School: Teaching

ESL Writing, Conflict Resolution, Human Resource Management.

Professional Memberships: ACPA, NASPA

Geographic Preference: None, willing to relocate to Fiji, if necessary.

Current Address: Clark Hall #B14, 1090 South Drive, Indiana, PA 15705
724.723.6135 (H), 724.357.7743 (W)

Permanent Address: 1001 N. New St.
Bethlehem, PA 18018
610.866.6837 (H)

Available for Employment: July 2002.

Mini-Resumes
Indiana University of Pennsylvania
SAHE Class of 2002

STACEY H. BROWN

955 Hamlet Court #14 • Monroeville, PA 15146

Phone: 412-856-3095 • E-mail: staceybrown_twin@hotmail.com

Primary Interest Areas: Career Services, Judicial Affairs, Admissions, Multicultural Affairs

Education: *MA Student Affairs in Higher Education (5/02)*, **Indiana University of Pennsylvania**. BA Fine Arts/Graphic Design (12/99) Minor: Communications (5/2000) **Indiana University of Pennsylvania**. *Visual Communication/Graphic Design (8/98)*. **Art Institute of Pittsburgh**.

Work experience: *Career Services Graduate Assistant (2000 – 2001)* Penn State Altoona. Provided assistance to students seeking employment, critiquing resumes, cover letters, and other professional correspondence and internship counseling. Facilitated workshop series and presentations and developed marketing strategies. Coordinated Career Days fair and assisted in the coordination of several other career fairs throughout the semester. Assisted in training of several new professional employees. Assisted with coordination of WestPACS Job fair 2001. Hosted several employer information sessions and lunches. Developed interactive activities for Freshman Seminar presentation. Coordinated and participated in the mock interview program. Assisted with Career Decision Making course. Designed new office brochures and handouts to market Career Service programs to students, employers, faculty, and administrators. Administered assessment instruments to students, such as the Strong Interest Inventory, the Self-Directed Search, and Myers-Briggs. Served as a mentor for the OASIS program. *MBA Admissions Graduate Assistant (2001 – 2002)* Carnegie Mellon University, Pittsburgh, PA, Attend Grad School fairs to recruit candidates. Participate in interviews of potential students. Arrange Flex-time Open House programs, Responsible for ordering and shipping material to various worldwide tours. Assist with processing data from applicants. Facilitate Information Sessions. Assist with coordination of Challenge Weekend, and processing of Consortium applicants. Administered assessment of spouse satisfaction survey for website. Review and update of brochures and information packets.

Practicum: *Judicial Affairs Intern*, Office of Housing and Residence Life, Indiana University of Pennsylvania, (5/01-8/01): Created, implemented, and evaluated two-hour programs on the topics of “How to Succeed as a Student at IUP “ and “Handling Conflict Positively”. Facilitated each program with the Learning Center students once a week during summer. Developed written facilitation packet (instructions and materials) so that both programs can be implemented at IUP-OHRL in the future.

Practicum: *Financial Aid Graduate Intern*, Graduate School of Industrial Administration, Carnegie Mellon University, (8/01-12/01): Assisting Director with all aspects of financial aid, including counseling students, preparing documents, and filing data. Reviewing and updating the financial aid loan processing information for the web site. Working toward understanding of all of the regulations that govern Title IV loan funds (Stafford Loans). Learning the graduate financial aid process from beginning to end (from FAFSA to loan funds arriving). Assisting with obtaining signatures on Perkins loan notes.

Professional Membership: ACPA, NASPA, Association of Student Development WestPACS

Geographic Location: Open

Available for Employment: June 2002

David S. Chambers

Primary Interest Areas: Residence Life, Student Activities, Greek Life and Judicial Affairs

Student Affairs Work Experience: *Program Advisor*, Department for Student and Community Involvement, Frostburg State University (8/01-Present):

Advise Center Stage, a co-curricular and weekend activities planning organization. Interview, hire and train Center Stage Members. Assist in the overall development and implementation of campus center, late night and weekend programming. Assist in the overall advising of the Campus Activities Board. Provide support to the Parents' Weekend Committee and the Homecoming Committee. Assist in the advising of four National Panhellenic Conference sororities, three InterFraternity Council fraternities and four National PanHellenic Council fraternities/sororities. Assist in the advising of the Greek Week Committee. Research, plan and implement Anti-Hazing Workshop for all new recruits to Greek organizations. Assist in planning “ice breaker” activities and small group activities for annual Leadership Retreat. Interim advisor to the Sigma Alpha Epsilon Fraternity.

Student Affairs Work Experience: *Graduate Residence Director*, Office of Housing and Residence Life, Indiana University of Pennsylvania-Armstrong Campus (8/00 – 5/01): Managed operation of single sex facilities for 60-90 residents. Interviewed, hired and trained 7 Resident Assistants. Supervised and evaluated Resident Assistants. Monitored campus security. Promoted conflict resolution among residents. Provided counseling and referral services for students. Adjudicated informal judicial hearings. Tracked all campus programs planned by Resident Assistants. Assumed on-call responsibilities. Developed and implemented intramural program. Taught 10 week Resident Assistant training seminar. Created and maintained judicial database.

Practicum: *Diversity Office Graduate Intern*, Diversity Office, Frostburg State University (01/02 – 05/02): Assist with Black Student Alliance Officer Leadership Retreat. Implement the Diversity Week activities. Assist in mentoring at-risk students participating in the Monitor and Mentor program. Motivate and assist the student web site designer for the Diversity Center. Plan and implement programs that support the office mission.

Practicum: *Office of Career Services Graduate Intern*, Office of Career Services, Indiana University of Pennsylvania – Indiana Campus ((06/01 – 08/01): Conducted Mock Interviews and reviewed interview students' resume. Counseled students about career opportunities in their field of study. Provided information about the Testing Services Office to students. Created and maintained Western Pennsylvania Job Expo 2001 web site. Assisted office workers with computer programs related to the office. Assisted students, faculty, staff and employers via phone and in person conversations. Maintained regular office hours.

Additional Experience: Co-editor for the Developments Newsletter for Association for Student Development – Indiana University of Pennsylvania (01/01 – 12/01). Prejudice Reduction Workshop Leader, National Coalition Building Institute International (08/01 – Present). Safe Zone Member, Indiana University of Pennsylvania (09/00 – 05/01). Summer Conference Resident Assistant, Millsaps College (5/98 – 9/98, 5/99 – 8/99). Resident Assistant, Millsaps College (10/97 – 5/00).

Education: Master of Arts, Student Affairs in Higher Education, Indiana University of Pennsylvania, (5/02). Bachelor of Science, Computer Science, Millsaps College, (5/00).

Professional Membership: ACPA, NACA

Geographic Location: Northwest, Northeast, but will locate anywhere

Current Address: 305 Frederick Hall, 1 Sand Spring Drive, Frostburg, MD 21532

E-mail: dchambers@frostburg.edu **Phone:** 301.687.7258 (H) 301.687.3214 (W)

Available for Employment: June 2002

Mini-Resumes
Indiana University of Pennsylvania
SAHE Class of 2002

Tracy K. Dusek

Primary Interest Areas: Residence Life, Judicial Affairs, and Leadership Development

Student Affairs Work Experience *Graduate Resident Director*, Office of Residence Life at the University of Pittsburgh at Greensburg, Greensburg PA. (8/00-Present): Oversee Resident Halls of 150-200 resident students and 8 Resident Assistants. Create and implement programming model for Resident Assistants. Oversee monetary funds of Residence Life. Teach alcohol/drug awareness program.

Practicum: *Judicial Affairs Hearing Officer*, Office of Housing and Residence Life, Indiana University of Pennsylvania, (8/01-12/01): Adjudicated hearings of students who were accused of violating University policy. Participated in University and Housing judicial board hearings.

Practicum: *Athletic Academic Advising*, Office of Student Services, University of Pittsburgh at Greensburg, Greensburg PA., (1/02-Present): Create a study hall program to assist at risk student-athletes with academics.

Additional Experience: *Graduate Assistant for Career Services* (5 hours/week) at The University of Pittsburgh at Greensburg, Greensburg PA. Assisted with the Edge, Career Seminar. Scheduled on campus job-recruitment interviews.

Graduate Assistant for Student Activities (5 hours/week) at The University of Pittsburgh at Greensburg, Greensburg PA. Assist Student Activities Board with on campus entertainment. Assist with Pitt-Fest, the Pitt-Greensburg homecoming festival. Assist with the creation of a leadership class on campus.

Education: Master of Arts, Student Affairs in Higher Education, Indiana University of Pennsylvania, (5/02). Bachelor of Arts, Elementary Education, Westminster College (5/95).

Professional Membership: ACPA, NASPA

Geographic Location: Northwest, Northeast, Mid Atlantic

Permanent and current Address: 219 Chambers Hall, University of Pittsburgh at Greensburg, 1150 Mt. Pleasant Rd. Greensburg PA. 15601

E-mail: tdusek@pitt.edu **Phone:** 724-836-9921

Available for Employment: June 2002

Michael P. Fogarty

Primary Interest Areas: Residence Life, Judicial Affairs, Student Activities, Leadership Development, Service Learning

Student Affairs Work Experience: *Assistant Coordinator of Student Activities*, Office of Student Life, Penn State Altoona, (8/00 – Present): Oversee and advise the Greek system including 5 fraternities and 4 sororities. Assist in the planning and management of all Greek Affairs special events. Facilitate the process of colonization between local and national sororities. Develop and coordinate a resource center of community service opportunities available to students. Prepare and present a yearlong emerging leaders development seminar. Cultivate partnerships with College faculty members to develop service-learning components in their courses. Completed 22 hours of basic mediation training.

Practicum: *Judicial Affairs Hearing Officer*, Office of Housing and Residence Life, Indiana University of Pennsylvania, (8/01-12/01): Adjudicated hearings of students who were in possible violation of University policy. Facilitated, developed and assigned appropriate educational and punitive sanctioning of students. Participated in Judicial Board Hearings. Tracked the completion of assigned educational sanctions. Researched various Peer Mediation programs for future implementation.

Practicum: *Student Affairs Graduate Intern*, Office of Student Affairs, Siena College, (6/01-7/01): Developed a creative and informative web site of 50 individual pages, incorporating several student development theoretical principles. Designed informational sites for the Offices of Health Services, Multicultural Affairs, Counseling Center, Residential Life, and Student Affairs. Participated in the weekly duty rotation for summer Residence Directors. Assisted the Summer Residence Director with various administrative tasks associated with summer housing.

Additional Experience: Assist the Assistant Director of Student Life with the implementation of the New Student Orientation Program, Penn State Altoona (8/00 & 8/01). President Associates for Student Development-Indiana University of Pennsylvania. Presented "Crisis Management: Strategies and experiences to help Resident Assistants through crises on their floor," Indiana University of Pennsylvania RA/SM Winter Workshop (1/02). Presented "A Call to Order: The ABC's of Parliamentary Procedure," University of Pittsburgh at Greensburg Annual Student Leadership Conference (3/01). Presented "Working with Today's College Students," SUNY Cortland Residence Life Conference (Spring 00). Resident Assistant Siena College (8/97-5/00). Penn State Altoona Enforcement/Outreach Alcohol Drug Abuse Prevention Team (ADAPT) Subcommittee, 2000. Penn State Altoona Educational Support ADAPT subcommittee, 2000.

Education: Master of Arts, Student Affairs in Higher Education, Indiana University of Pennsylvania, (5/02). Bachelor of Arts, Political Science, Siena College, (5/00).

Professional Membership: ACPA, NASPA

Geographic Location: Northeast, Mid-Atlantic

Permanent & Current Address: 204 N. 12th Ave. #4, Altoona, PA 16601

E-mail: mpf10@psu.edu **Phone:** 814-944-0796 (H)
814-949-5792 (W)

Available for Employment: June 2002

Mini-Resumes
Indiana University of Pennsylvania
SAHE Class of 2002

LAURA A. GORDON

Primary Interest Areas: Health Education, Student Activities, Orientation, Residence Life

Student Affairs Experience:

Carnegie Mellon University: Graduate Assistant, Career Opportunities Center, Graduate School of Industrial Administration (8/01-present): Coordinate and conduct resume reviews, mock interviews, and alumni mentor program for approximately 250 first year graduate students; Implement electronic student sign-up in the BrassRing system; Assist students with job search skills; Assist with Career Fair and recruiting

Indiana University of Pennsylvania: Graduate Assistant, Office of Health Education (6/99-11/00): Hire, train and supervise Peer Health Educators; Plan, coordinate and mass-market eight campus-wide programs including AIDS Memorial Quilt; Facilitate alcohol and marijuana workshops; Present health-related programs; Create and update programs and publications; Create weekly newsletter distributed to campus

Moravian College: Resident Director (5/98-5/99): Supervise 80 residents in two buildings; Train and supervise a staff of four Resident Advisors; Plan and coordinate staff development activities and building-wide activities; Supervise Residence Hall Council; Interview and select staff

Internships:

Carnegie Mellon University, Office of Orientation and First-Year Programs (1/02-present): Develop, plan and market orientation and first-year programs on campus; Train and advise Orientation Counselors; Budget management; Research other orientation programs

Penn State New Kensington, Student Affairs (9/01-12/01): Develop, market and implement six student leadership workshops; Advise Adults on Campus; Budget management and contract negotiation; Create information kiosk using MS Power Point; Create various office publications

Moravian College, Student Services (1/99-5/99): Create, administer and score Student Activities Board (IMPACT) survey; Co-advisor to IMPACT Variety Committee; Assist with board meetings and events; Initialize Resident Director Training Program

Education: Indiana University of Pennsylvania: **Master of Arts in Student Affairs in Higher Education (5/02)**; Moravian College: **Bachelor of Arts in Music, Cum laude (5/99)**

Activities and Honors:

Affiliations: ACPA, NASPA, PCPA, Omicron Delta Kappa, Delta Omicron, IUP Associates for Student Development

Activities: IUP: BACCHUS Advisor, Graduate Student Assembly, Judicial Board, Safe Zone **Moravian:** Biology Lab Assistant/Tutor, Peer Educator, Resident Advisor, Reunion Committee, Activities Board, Student Advisor, Student Ambassador **Community:** Indiana Campus and Community Alcohol Coalition, Indiana County Alliance for Sexual Assault Prevention

Awards/Recognition: Moravian College Comenius Scholar, Who's Who Among America's Colleges and Universities

Presentations: Armstrong-Indiana Intermediate Unit: Career Development Workshop for Pregnant and Parenting Teens; IUP College Undergraduate Success Program: Class on civility and community

Geographic Regions: Midwest, Mid-Atlantic, Northeast

Current Address: 2520 King Lear Dr., Apt. 17, Monroeville, PA 15146

Permanent Address: 3117 Stillcrest Lane, Indianapolis, IN 46217

E-mail: lagordon731@hotmail.com

Available: June 2002

Tel: (412) 380-0985

Tel: (317) 885-4116

Jennifer M. Gronsky

PRIMARY INTEREST AREAS: Student Activities, Leadership Development, Student Union, Orientation, Advising, Admissions

PROFESSIONAL EXPERIENCE: **Graduate Assistant, SAHE Admissions Program Administration, Indiana University of Pennsylvania (8/00 - present)** - Coordinate Orientation program for newly enrolled SAHE students (chair the planning committee, develop the two-day program, facilitate icebreakers and activities, and assist in the registration process). Plan and facilitate a two-day visitation for prospective students (develop visitation program which incorporates both informational presentations and opportunities for social interaction, manage housing and travel arrangements of visiting students, work with assistantship employers, coordinate assistantship interview process). Create a semi-annual department newsletter (work with alumni and current students to elicit article contributions, design layout of the newsletter, edit all submissions). **Intern, Center for Student Life, OnStage Arts and Entertainment, Indiana University of Pennsylvania (1/02 - 5/02)** – Assist in the selection and implementation of OnStage Series, Ideas & Issues, and University Concert Committee events, including: negotiation and review of contracts, training staff, designing promotion and publicity materials, marketing events, assisting in ticket sales and distribution, and facility and house management on performance night. **Intern, Office of Housing and Residence Life, Training and Leadership Development, Indiana University of Pennsylvania (5/01 - 8/01)** – Assist in the planning and facilitation of training for over one hundred Resident Assistants. Design and lead workshop sessions for the Resident Assistants. Assist in the planning and implementation of an information Resource Fair. Work with a committee to coordinate a day of team building activities for the Resident Assistants. **Administrative Support Supervisor for Programming, Memorial Union, Arizona State University (5/99-5/00)** – Manage daily operations of programming office including support of professional staff and student volunteers. Communicate program goals to and work as a team with the Memorial Union Administration. Coordinate the hiring, training, and evaluation of Programming Associate staff. **Student Financial Assistance, Arizona State University (8/97 - 1/99)** – Reconcile student loans, verify loan information, fix discrepancies between promissory notes and lending software.

ADDITIONAL EXPERIENCE: **St. Francis University** – Designed and facilitated workshop on group dynamics during the Student Government Leadership Conference (9/01). **Indiana University of Pennsylvania** – Center for Student Life, Major Events, Ideas & Issues, and University Concert committees (9/01-present); Graduate Student Assembly Activities Coordinator (9/00-5/01); Student Security Assistant (2/01-6/01); Homecoming Parade Staging Assistant (10/00 and 10/01); International Day Assistant.

EDUCATION: Master of Arts, Student Affairs in Higher Education, Indiana University of Pennsylvania (5/02); Bachelor of Science, Psychology, Arizona State University (8/00).

PROFESSIONAL MEMBERSHIP: ACPA, NASPA, PCPA

GEOGRAPHIC LOCATION PREFERENCE: Mid-Atlantic, Northeast **AVAILABLE FOR EMPLOYMENT:** June 2002

CONTACT INFORMATION: Address: 267 N. 7th Street, Indiana, PA 15701, Phone: 724-349-8667, **E-mail:** XZGJ@iup.edu

Mini-Resumes
Indiana University of Pennsylvania
SAHE Class of 2002

TiRease Holmes

Primary Interest: Student Activities, Career Services, Residence Life, Multi-Cultural Affairs, Greek Life, And Judicial Affairs

Student Affairs Work Experience: **Resident Director: Live-in Resident director at a predominately women's Catholic college: 2000-2002;** Supervise staff of 10 Resident Assistants/Tutors and 1 Head Resident Assistant; Responsible for daily operations and facilities of freshman resident hall; Supervise 20 Desk Security Assistants; Recruitment and training of Resident Assistant staff; Responsible for 150 + freshman residents; Leads diversity and oppression workshops according to NCBI model, Trained in conflict resolution skills; Co-Coordinator of Residence Life Task Force; Responsible for budget, Conducts Fundraisers; Member of retention committee.

Office of Greek Life Practicum at the University of the Sciences in Philadelphia (USP): Summer 2001; Established an Office of Greek Life; Developed a 5 star rating system along with reward system; Researched comparable offices of Greek Life and five star rating systems; Marketed and developed the promotional package for the new office of Greek Life and Five Star Rating system

Office of Career Development at Seton Hill College: Spring 2002; Develop and implement etiquette diner/dressed for success evening, Provide resume assistance, conduct mock interviews, career advising, Marketing of office, plan and coordinate job, school and internship fairs, Present to classes & student groups, administer self assessment and interest inventories

Additional Experience: Philadelphia Partnership Program: An annual program to expose more than 100 inner city high school students to college life and give them the motivation to go: Summer 98 & 99; Peer mentoring, Resident Assistant, Use of conflict resolution skills

Kensington Electronic Mentoring Program: A program geared toward a predominately Hispanic high school to encourage and promote high scholastics by communicating via E-mail: Fall & Spr 98& 99; Establishing and maintaining healthy relationships using E-mail, Being a positive and motivated electronic mentor

Fox Internship with Planning Editor: An intense ten-week experience in the newsroom of Fox Philadelphia: Summer 2000; Planned news by determining news worthiness of stories, Extensive coverage of Republican National Convention, Set up and conducted interviews, Went out on remote shoots, Worked the assignment desk

Brown Bag Chair for the Association of Student Development at IUP, Spr & Fall 2001; Advisor to the Association of Black Collegians 2000-2002 as well as the advisor to the Cheerleading Squad at Seton Hill College

Education: Master of Arts, Student Affairs in Higher Education, Indiana University of Pennsylvania, (5/02). Bachelor of Arts, Communications Media, Indiana University of Pennsylvania, (5/00)

Professional Membership: ACPA, PCPA

Current & Permanent address: 1 Seton Hill Dr. Box 383 F, Greensburg, PA 15601, Until May 15, 2002.
5013 Nth 11th St, Philadelphia, PA 19141, After May 15, 2002

E-mail: tirease@hotmail.com

Phone: (H) (724) 838-2447 **(W)** (724) 830-1089

(P) (215) 455-8025: After May 15, 2002

Available for employment: June 2002

Michele K. Hosey

Current Address: Clark Hall #B14, 1090 South Drive, Indiana, PA 15705

Permanent Address: 118 Falcon Drive, Larksville, PA 18704

PRIMARY INTERESTS: Academic Advising, Athletics, Student Leadership, Orientation

EDUCATION

Masters of Arts, Indiana University of Pennsylvania
Student Affairs in Higher Education

anticipated May 2002

Bachelors of Science, Mansfield University, Pennsylvania
Elementary Education and Early Childhood Education

December 1999

PROFESSIONAL EXPERIENCE

Residence Life, Indiana University of Pennsylvania

June 2000-present

Graduate Assistant for Training and Student Leadership

- Assist with the organization and implementation of Fall and Spring training for approximately 130 Resident Assistants
- Advise the Residence Hall Association (RHA) and meet with the five executive officers on a weekly basis
- Supervise the expenditure of the RHA budget of \$15,000
- Teach a Resident Assistant Seminar Course, Spring of 2000 and 2001
- Assist with the design, implementation and evaluation of a new programming model for Resident Assistants

Graduate Intern, Office of Career Development, Seton Hill College, Greensburg, Pennsylvania

August-December 2001

- Researched and implemented the use of an on-line career exploration program called FOCUS
- Created and presented a mini packet on how to complete a successful job search
- Reviewed resumes of traditional and non-traditional students as well as professionals already in the work force
- Counseled students one-on-one about career choices and possible job searches
- Assisted with the implementation of a career exploration day

Graduate Intern, Department of Athletics, Duquesne University, Pittsburgh, Pennsylvania

January-May 2002

- Meet regularly with student athletes
- Assist in monitoring academic progress
- Assess student needs in conjunction with the NCAA CHAMPS/Life Skills program
- Assist with the development and implementation of a workshop series for student athletes
- Supervision of tutor appointments

ADDITIONAL EXPERIENCE

- University Judicial Hearing Officer
- University Judicial Board Member
- Committee for SAHE Orientation
- President, Graduate Student Assembly
- Safe Zone (GLBT Ally Group)
- Associates for Student Development

PRESENTATIONS

- "Chat Cards... Discussion of the Programming Model", Resident Assistant Spring Training, IUP, January 2002
- "Make Me a Copy" CAACURH Conference, Rutgers University, November 2001
- "Programming for the Millennial Student", Resident Assistant Fall Training, IUP, August 2001
- "Assessing Your Personal Conflict Style", Resident Assistant Fall Training, IUP, August 2001

PROFESSIONAL MEMBERSHIP: ACPA, NASPA, PCPA, NACADA, N4A (National Association of Academic Advisors for Athletes)

Mini-Resumes
Indiana University of Pennsylvania
SAHE Class of 2002

Koreen E. Kerfoot

Primary Interest Area: Residence Life, Leadership Development, Student Activities

Email: ckfj@iup.edu

Current Address: Clark Hall #B14, 1090 South Drive, Indiana, PA 15705 **Phone:** 724-723-2792 (h) 724-357-2449 (w)

Permanent Address: 1773 N. Greengrove, Orange, CA 92865 **Phone:** 714-998-8139

Assistantship: Graduate Residence Director, Indiana University of Pennsylvania (7/00-present) Manage an all-female residence hall, housing 170 women. Supervise 6 resident assistants and 13 office and computer lab staff. Adjudicate all minor offences, and serve as a campus hearing officer. Manage building budgets for staffing, programming and office management. Serve as part of the campus-wide on-call rotation. Presented sessions on programming and personality styles for resident assistant training. Serve on Recruitment Committee (11/01-present). Co-instructing the resident assistant seminar (spring 2002)

Practicums: Office of Student Leadership & Programming, Residence Life, IUP (6/01-8/01) Coordinated the New Student Assistant program, including training and support for volunteers. Developed and implemented a new Residence Life Community Development/ Programming model. Planned fall resident assistant training. Presented sessions to professional staff and resident assistants on advising Hall Council and RHA.

Center for Student Life/Residence Life, IUP (1/02-present) Exploring various leadership models and practices at institutions of differing size and type, to serve as the backbone of an instruction module for professional and/or paraprofessional staff training at IUP that would fully serve the institution's unique student population and emerging student leaders.

Professional Experience: Housing Coordinator, West Hills Community College District, Coalinga, CA (8/98-6/00) Managed an all-female residence hall housing 55 women. Supervised 5 resident assistants and 7 office workers. Coordinated supervision, and training of staff. Facilitated residence life programming. Established and advised the Residence Hall Association. Coordinated evening programs for the Upward Bound summer program. Shared primary responder duties with the other Housing Coordinator. Coordinated all female room assignments. Assisted with academic advising for residents. Assisted Director of Student Activities with campus programming.

Additional Experience: Office of Housing and Residence Life, IUP: Assisted with the housing assignments of summer Learning Center students (summer 2001); **Residence Hall Association, Eastern New Mexico University (8/93-5/97):** National Communications Coordinator (12/95-1/97), IACURH Sub-regional Conference Chair 1997, Vice President for Programming (5/95-12/95), Re-established NRHH Chapter (spring 97), Coordinated Hall Council Officer Training (95 & 96); **Girl Scouts of the United States of America:** Assistant Leader (8/00-present), Troop Leader (11/93-5/96), Gold Award Recipient 1992

Education: MA, Student Affairs in Higher Education, Indiana University of Pennsylvania, (5/02).

BS, Home Economics, vocational home economics education, Eastern New Mexico University (5/97)

Geographic Location: Anywhere except Northeast

Available: June 2002

Professional Membership: ACPA

Jill C. Landis

Primary Interest Areas: Financial Aid, Career Services, Disability Support Services, Learning Assistance, Academic Advising, Student Activities/Orientation, and Admissions

Student Affairs Work Experience: Summer Orientation Graduate Assistant, Advising and Testing Center, Indiana University of Pennsylvania, (8/00-Present): Coordinate summer orientation and placement testing for all incoming freshmen. Assist with the interviewing and selection of orientation peer advisors. Assist in teaching Peer Advisor course. Advise 35 students with disabilities regarding academic, social, personal and career issues. Conduct exit interviews with undergraduate students processing total university withdrawals. Provide academic advising to incoming students.

Senior Admissions Counselor, Admissions Office, Seton Hill College, (7/98-8/00):

Recruited and managed high school students from designated territory through College Fairs, High School visits, campus visits and phoning. Coordinated, planned and administered all special events for Admissions Office. Supervised Special Events Intern Spring 2000. Assisted in creating recruitment materials for office. Member of Financial Aid Committee and Academic Review Committee. Assisted with Student Volunteer Program.

Practicum: Financial Aid Intern, Financial Aid Office, Indiana University of Pennsylvania, (1/02-05/02). Gained knowledge of the State and Federal Financial Aid programs used within higher education. Learned about the specific services provided by financial aid such as the analysis, verification, awarding, and disbursement of money to students within the university.

Practicum: Student Activities & Learning Assistance Center Intern, Student Activities Office and Learning Assistance Center, Westmoreland County Community College, (8/01-12/01): Co-Advised Student Government Association. Coordinated Club Fair. Managed club accounts for different clubs on campus. Oversaw Telecourse and Make-up Testing Room. Proctored Accuplacer placement test. Interviewed Tutors and assigned tutors as needed. Developed a tutor-training workshop.

Additional Experience: Volunteer for International Day (11/00), Mentor for the Academic Recovery Program at IUP, Member Association for Student Development (Treasurer 2001), Mock Interviewer for IUP Career Services Office (Fall 2001 & Spring 2002), Presented Workshop on What's in a Cover Letter and Resume for IUP Career Services Office (11/01)

Education: Masters of Arts, Student Affairs in Higher Education, Indiana University of Pennsylvania, (5/02). Bachelor of Science, Human Resources Management, Point Park College.

Professional Organizations Membership: PCPA, ACPA

Geographic Location: Pennsylvania

Local Address: 933 Centennial Drive, Indiana, PA 15701

Permanent Address: 519 Pine Hill Road, Lititz, PA 17543

E-Mail: jilllandis@hotmail.com

Available for Employment: June 2002

Phone: (H) 724-465-0393, (W) 724-357-4067

Phone: 717-626-2218

Mini-Resumes
Indiana University of Pennsylvania
SAHE Class of 2002

David R. Meckley

PRIMARY INTEREST AREAS: Student Activities, Leadership Development, Orientation

PROFESSIONAL EXPERIENCE: **Graduate Assistant, Arts & Entertainment, Indiana University of Pennsylvania (7/00 -present)** - Advise and provide resource guidance for more than 20 members of the "OnStage..." Arts and Entertainment Series, Ideas & Issues Lecture Series, and the University Concert Committee, assist in the development and auditing of budgets totaling over \$585,000, help in the selection and implementation of events scheduled in 1,600 seat Fisher Auditorium, aid in the negotiation and review of contracts, market events through developing press releases, designing promotion and publicity materials, acting as liaison with media and arranging press conferences, assist in all facets of major productions including ticket sales and distribution, technical set-up, facility management and house management on performance night, and coordination of speaker/performers stay at university (i.e. receptions, dinners, classroom presentations), supervising a staff of between 80 and 100 people depending on the event, develop and establish membership program for the "Onstage..." Arts and Entertainment Series.

Graduate Intern, New Student Orientation, Office of Student Activities, Saint Francis University (5/01 - 8/01) – Assist in the training of orientation leaders for Student Orientation and Registration days, present session for parents of commuter students during the Student Orientation and Registration days, work with student director and assistant directors of orientation to develop and implement training program for Student Orientation leaders, assist in the planning, organization and implementation of the summer orientation program, aid in the development and production of "Orientation Booklets" that are distributed to all incoming students, advise student orientation director and assistant directors throughout the duration of the planning and implementation of the summer orientation programs **Graduate Intern, Interfaith Council and Student Surveying, Office of Student Development, Indiana University of Pennsylvania (1/02 – 5/02)** – assist in the organization and facilitation of all Interfaith Council meetings and programs, attend and participate in all Interfaith Council Steering Committee meetings, develop and implement interfaith programs with other members of the Interfaith Council, produce and organize student surveys for the IUP community.

ADDITIONAL EXPERIENCE: **St. Francis University** – Designed and facilitated workshop on group dynamics during the Student Government Leadership Conference (9/01). **Indiana University of Pennsylvania** -Association for Student Development, Programming Chairperson, **Board of Directors**, Student Cooperative Association, **Blue Ribbon Committee**, Student Cooperative Association, **Finance Committee**, Student Cooperative Association, **Operations Committee, Chairperson**, Student Cooperative Association.

EDUCATION: Master of Arts, Student Affairs in Higher Education, Indiana University of Pennsylvania (5/02); Bachelor of Arts, Religious Studies, Western Maryland College (5/00).

PROFESSIONAL MEMBERSHIP: ACPA, NASPA,

GEOGRAPHIC LOCATION PREFERENCE: Flexible

AVAILABLE FOR EMPLOYMENT: June 2002

CONTACT INFORMATION: **Address:** 267 N. 7th Street, Indiana, PA 15701, **Phone:** 724-349-8667, **E-mail:** RZGJ@iup.edu

Christina Montville

Primary Interest Areas: Residence Life, Service Learning, Orientation, Admissions

Assistantship: *Graduate Residence Director*, Office of Housing and Residence Life, Indiana University of PA, (7/00-Present): Oversee the daily operations of a residence hall housing 150 students including a Community Service specialty floor and an Anthropology cluster; Supervise six Resident Assistants and seven office staff; Serve as a judicial hearing officer; Serve on-call for the entire campus; Co-teach RA seminar; Serve(d) on various committees including Recruitment, and Winter Workshop (training).

Practicum: *Orientation Assistant*, Office of Student Affairs, Chatham College, (1/02-Present): Plan and implement spring New Student Orientation; Collaborate with Admissions to organize an Accepted Students Day; Recruit, hire, and train fall Orientation Leaders.

Practicum: *Disability Support Services Intern*, Advising and Testing Center, Indiana University of PA, (8/01-12/01): Advised and counseled students with disabilities; Acted as a liaison with faculty to ensure implementation of accommodation plans; Conducted exit interviews with undergraduate students processing total university withdrawal.

Professional Experience: *Residence Halls Coordinator*, Residence Life Office, Lycoming College, (8/99-5/00): Oversaw the daily operations of two residence halls and seventeen apartments; Supervised seven Resident Advisors; Served as a judicial hearing officer; Participated in on-call rotation; Chaired the staff recognition committee, co-chaired the staff training committee, and served on the alcohol policy review committee; Advised the Wilderness Club.

Additional Experience: IUP Safe Zone member; Officer of the IUP Graduate Student Assembly; Homecoming Parade Assistant (IUP); Self-defense Instructor (national certification); Student Security worker (IUP); Admissions tour guide (IUP).

Education: Master of Arts, Student Affairs in Higher Education, Indiana University of PA, (5/02); Bachelor of Arts, Psychology, Lycoming College, (5/99).

Professional Memberships: ACPA, NASPA

Available for Employment: June 2002

Geographic Location: Pennsylvania, Maryland, New York, Ohio, West Virginia

Current Address: Clark Hall #B14, 1090 South Drive, Indiana, PA 15705 **Phone:** (724) 723-2788

Permanent Address: 226 Henry Avenue, Hughesville, PA 17737 **Phone:** (570) 584-4987

Email: fkfj@iup.edu

Mini-Resumes
Indiana University of Pennsylvania
SAHE Class of 2002

Kristin R. Moore

Areas of Interest: Financial Aid, Student Activities, Athletics, Greek Affairs, & Service Learning

Student Affairs Work Experience: *Coordinator for Service Learning*, Center for Student Life, IUP, (8/00-present):

Coordinate program connecting IUP students with non-profit agencies in both the volunteer and work-study capacity; Managed a Community Service Learning Federal work-study budget of \$165,000; Worked directly with the Office for Housing and Residence Life in overseeing the Service Learning Specialty Floor; Presented at summer orientation to incoming freshmen; Directly supervised five undergraduate students within office.

Practicum: *Financial Aid:* (August 2001-Present) Gained general knowledge of federal, state, and institutional packaging regulations through attendance at conferences and weekly office seminars; Incorporated both PHEAA and Banner's computer systems to counsel students on financial aid; Addressed verification and loan certification policies; Performed clerical and office support to the directors and staff; Participated in college promotional activities aimed at incoming freshmen students.

Practicum: *Summer Orientation, Advising & Testing*, (May 2001-July 2001)

Supervised Peer Advisors at orientation events; Assisted with office and clerical support; Attended and supervised orientation dances; Facilitated diversity seminars to incoming students.

Additional Experience: Philanthropic co-chairperson, Associate's for Student Development, (December 2001- Present); Advisor to Theta Phi Alpha Sorority (January 2001-Present); Advisor to Culture Links Organization, (August 2000-Present); Intramural volleyball team captain, (2000 to Present)

Education: Master of Arts, Student Affairs in Higher Education, Indiana University of PA, (Anticipated 5/02); Bachelor of Science, Psychology, Saint Francis University, PA; (5/00).

Professional Membership: PCPA

Geographic Location: Pennsylvania, Northeast

Current phone & address: 2105 Lazor St apt. 226
Indiana, PA 15701
724-349-2674
724-349-2675

Permanent phone & address: 617 Sugar Maple Dr.
Windber, PA 15963
814-467-5308

Work phone: 724-357-5657

E-mail: KRMoore1414@yahoo.com

Available for Employment: June 2002

Angela M. Sedlemeyer

Career Aspiration: To enhance the field of student affairs with innovative programming and creative expression.

Primary Interest Areas: Health/Wellness, Academic Advising, Service Learning, Leadership Development, Orientation

Student Affairs Work Experience: *Fall Orientation Coordinator*, Office of Student Development, Indiana University of Pennsylvania, (7/00 – Present). Programmed and implemented Fall orientation activities for 3,000+ incoming new students; trained 40 orientation leaders; coordinated and designed *The New Student Guide* and other publications; assisted parent orientations; helped create a satisfaction survey; coordinated and participated in telephone surveys; collected and assessed data and prepared evaluative report.

Practicum: *Health/Wellness Intern*, Saint Vincent College, Indiana University of Pennsylvania, (9/01 – 12/7/01). Planned, facilitated, and assessed wellness programming on campus; prepared publicity materials, including a monthly bulletin on various wellness topics; assisted alcohol education classes; researched and developed the wellness concept in its inaugural year.

Practicum: *Health/Wellness Practicum*, Indiana University of Pennsylvania, (1/7/02 – 5/7/02). Will work on a social norming campaign; research curriculum infusion and aid its implementation on campus; supervise peer educator programs and attend weekly peer education meetings; work collaboratively with the specialty housing floor SOAR; and align with various community coalition groups with particular interest in the Alliance for Sexual Assault Prevention (ASAP).

Additional Experience: *Judicial Board Member*, Indiana University of Pennsylvania, (9/01 – 5/02); GLBT sensitivity training and Safe Zone Member, Indiana University of Pennsylvania, (9/00 - 5/02); *Housing and Residence Life Intern*, Seton Hill College, (120+ hours, 1/00 – 2/01) *Interim Director of Peer Counseling*, Washington and Jefferson College, (11/99 – 5/00); *Peer Counselor*, Washington and Jefferson College, (9/98 – 5/02); Presented time management and study skills workshops, Washington and Jefferson College, (9/98 – 5/02).

Education: Master of Arts, Student Affairs in Higher Education, Indiana University of Pennsylvania, (5/02); Bachelor of Arts, English major and Human Resources program, Washington and Jefferson College, (5/00).

Professional Membership: ACPA, NASPA, PCPA

Geographic Location: Northeast

Permanent and Current Address: 16 Easy Street Indiana, PA 15701

E-mail: fbhj@iup.edu **Phone:** 724-349-5587 (H)
724-357-4882 (W)

Available for Employment: June 2002

Mini-Resumes
Indiana University of Pennsylvania
SAHE Class of 2002

Tara L. Seeman

Primary Interest Areas: Academic Advising, Residence Life, Orientation

Student Affairs Work Experience: *Graduate Residence Director*, Indiana University of Pennsylvania at Punxsutawney, (8/00 – Present): Manage and oversee the daily operation of one residence hall. Supervise three resident assistants. Assist in advising the student congress association. Develop and plan campus programming. Responsible for overseeing the primary judicial process. Assist in planning and implementing new student orientation.

Practicum: *Orientation Coordinator*, Student Activities, St Vincent College, (5/01 – 6/01): Planned programming for freshman orientation. Assisted in coordinating orientation schedules. Assisted in developing orientation budget. Assisted in planning and organizing orientation sessions.

Practicum: *Disability Support Services Advisor*, Advising and Testing, Indiana University of Pennsylvania, (9/01 – 12/01): Provided students with learning disabilities with study skills and time management skills. Acted as an information source for students. Provided academic advising services to clients. Provided students with counseling before leaving the university.

Additional Experience: Presented “Things to do in Punxsutawney” at an open house at the Indiana University of Pennsylvania Culinary Arts Academy, 2000. Resident Assistant, University of Pittsburgh at Greensburg, (8/99 – 5/00).

Education: Master of Arts, Student Affairs in Higher Education, Indiana University of Pennsylvania, (5/02). Bachelor of Science, Psychology, University of Pittsburgh at Greensburg, (5/00).

Professional Membership: ACPA

Geographic Location: Northeast

Permanent & Current Address: 1010 Winslow Street
Punxsutawney, PA 15767

Phone: (814) 938-4199

E-mail: qtqj@grove.iup.edu

Available for Employment: June 2002

Melany K. Smith

2329 Byron Court Indiana, PA 15701 ♦ (724) 465-8947 or (610) 398-2047 ♦ melanyksmith@yahoo.com

Primary Interest Areas: Career Counseling, Students Activities, Greek Life, and Orientation

Student Affairs Experience:

Assistantship: Center for Student Life, Greek Life Office, Indiana University of Pennsylvania (8/00-Present) ♦ Advised IFC and Panhel, Coordinated Greek Week and Greek Sing, Supervise 18 Fraternities and 15 Sororities, Facilitate training of officers, Develop leadership programs

Internship I: Career Services, Indiana University of Pennsylvania, Indiana, PA (1/02-Present) ♦ Counseled students in developing resumes and cover letters, utilized Focus, facilitated mock interviews, assisted in implementing career fairs

Internship II: Student Activities, Carnegie Mellon University, Pittsburgh, PA (9/01-12/01) ♦ Assisted in implementing a new advertisement campaign, coordinated a large student body activity, assisted with the programming for International Days

Internship III: New Student Programs, Kutztown University, Kutztown, PA (5/01-7/02) ♦ Advised 18 student facilitators, facilitated programs for new students, trained orientation leaders, assisted in coordinating the orientation programs

Additional Experiences: Member of IUP Judicial Board- Fall 01-Present; Safe Zone Training (IUP)-2/02-Present; Red Cross Volunteer in Crisis Management- Fall 01-Present; Helped implement the Homecoming Parade-10/01 & 10/02; Presented “Time Management Made Easy: at RA training (IUP)- 1/2002; Orientation Leader at Millersville University- Summer 1999; Resident Assistant at Millersville University- 8/97-5/99

Education: M.A. Student Affairs in Higher Education, Indiana University of PA, May 2002; B.A., Social Work, Millersville University, May 2000

Professional Memberships: NASPA, ACPA, PCPA, AFA, and ASD (Associates for Student Development, IUP)

Geographic Location: East Coast

Available: June 2002

Mini-Resumes
Indiana University of Pennsylvania
SAHE Class of 2002

SABRINA SMITH

Primary Interest Areas: Career Services, Student Employment, Service Learning

Student Affairs Work Experience: *Employer Relations: Student Employment Center*, Office of Career Services, Indiana University of Pennsylvania, (8/00-Present):

Develop and maintain employer relations with local businesses, services and organizations in order to create and promote off-campus part-time and seasonal employment opportunities for students. Promote employment opportunities to students. Coordinate involvement in promotional activities such as Orientation. Collect and report data on student employment for annual Federal financial aid report. Coordinate IUP Summer Job Fair. Supervise office operations/staff. Provide individual career counseling to students seeking employment including resume critique, cover letters, choice of major, choice of career field, etc. Provide Mock Interviews to students. Facilitate workshops and presentations.

Interim Graduate Assistant, Office of Career Services, Indiana University of Pennsylvania, (9/00-12/00): Coordinated Mock Interview Program by communicating with faculty members and students. Hired, scheduled, and supervised staff of interviewers. Coordinated workshops and presentations. Developed Mock Interview Guidelines for undergraduate students.

Practicum: *Student Affairs Graduate Intern*, Office for Service Learning/Center for Student Life, Indiana University of Pennsylvania, (8/01-12/01): Coordinated Service opportunities for students. Advised students on Service Employment Opportunities. Coordinated local Toys for Tots program. Aided in development of student leadership/service model.

Practicum: *Student Affairs Graduate Intern for New Student Orientation*, Advising and Testing Center, Indiana University of Pennsylvania, (5/01-8/01): Assisted students in registration. Presented "Making it Pay: Student Employment for Undergraduate Students." Advised students in scheduling. Administered Cooperative Institutional Research Program (CIRP) Survey.

Additional Experience: Presented: "Retention Through Student Employment" National Student Employment Association National Conference, San Antonio, Texas (Fall, 2001). Advisor to IUP Sutton Chapter of Mortar Board, national student organization. Volunteer in Office of Career Development at Seton Hill College (Spring 2002). AmeriCorps VISTA, Prevention Resource Center, Helena, Montana (July 1999-July 2000).

Education: Master of Arts, Student Affairs in Higher Education, Indiana University of Pennsylvania, (5/02). Bachelor of Arts, Psychology, Indiana University of Pennsylvania, (8/99).

Professional Membership: ACPA, NASPA, National Student Employment Association, Northeastern Association of Student Employment Administrators

Geographic Location: Northeast, Northwest, Mid-Atlantic, Southwest

Permanent & Current Address: 270 S. 13th Street, Indiana, PA 15701

Email: QYZF@iup.edu **Phone:** 724-349-4401 (H)

724-357-2235 (W)

Available for Employment: June 2002

Megan C. Taliaferro

Primary Interest Areas: Athletic Academic Advising, Academic Advising, Career Services, Admissions

Assistantship: Student Affairs in Higher Education Department (SAHE), Indiana University of PA (8/00 – present): Market and promote the Student Affairs career and program at IUP. Recruit and advise prospective students. Program and facilitate orientation and visitation days for prospective students. Secure and review applications of prospective students in conjunction with the Graduate School. Track the admissions process for prospective students.

Internship: Career Services Office, St. Vincent College (8/01 – 12/01): Met with students for resume preparation and internship application appointments. Conducted resume and internship workshops. Conducted mock interviews. Marketed services and programs provided by the office. Assisted with job developing to update internship listing.

Internship: Academic Support Services for Student Athletes (ASSSA), University of Pittsburgh (6/01 – 8/01): Worked with student-athletes to provide academic counseling and necessary services. Prepared a policies and procedures manual for the department. Reinforced knowledge of eligibility requirements for Division IA athletes. Created and tracked academic records of student-athletes. Investigated each component of the ASSSA office to gain a better understanding of its total operation.

Additional Experience: Study Table Monitor, women's basketball team, Indiana University of PA (8/00- 4/01): Conducted and monitored study sessions for the freshman basketball players. Tutored players in areas such as English, Biology and Psychology. Met with coach on a weekly basis to discuss the student-athletes' grades.

Member and Captain, volleyball team, St. Francis University (8/96 – 5/00): Named 1999 Northeast Conference Volleyball Player of the Year. Elected to the Northeast Conference Volleyball 1st Team - 1997, 1998, 1999. Nominated for the 1999 Saint Francis University Athlete of the Year.

Educational Background: M.A. Student Affairs in Higher Education, Indiana University of PA (May, 2002); B.A. Health Science, St. Francis University of PA (May 2000)

Professional Memberships: N4A, NASPA, PCPA, Associates for Student Development (IUP)

Available for Employment: June, 2002

Permanent Address: 92 Poplar Avenue, New Cumberland, PA 17070

Phone: (717) 774-5869

Current Address: 2329 Byron Court, Indiana, PA 15701

Phone: (724) 465-8947

E-mail: sfcspiker03@hotmail.com

Mini-Resumes
Indiana University of Pennsylvania
SAHE Class of 2002

Tonya J. Thompson

Primary Interest Areas: Residence Life, Community Service Learning, Admissions, Alumni Relations

Assistantship: Office of Student Affairs, University of Pittsburgh at Bradford (8/00-present):

Residence Director: Assist with recruitment, selection, training, supervision, and evaluation of Resident Advisor staff. Supervise and assist in the coordination of residence hall programming efforts. Coordinated RA Spring Training 2002.

Community Service Coordinator: Coordinate a variety of campus wide community service projects. Educate students about volunteer opportunities within the community and assist local agencies in recruiting volunteers.

Leadership Development Series Coordinator: Established the university's first series of leadership workshops designed to prepare freshmen for student leadership positions.

Internship: Office of Housing and Residential Life, Scranton Hall, Indiana University of PA (8/01-12/01): Coordinated judicial meetings with residents. Assisted with the supervision of the Resident Assistant staff and the Programming Assistant. Served on call duty for a resident student population of 4,000.

Internship: Alumni Relations Office, University of Pittsburgh at Bradford (5/01-8/01):

Wrote alumni feature stories and class notes for the *Pitt-Bradford Alumni Association Post* and *Portraits* magazine. Designed various invitations for alumni weekend. Assisted in the development of the Board of Directors manual. Compiled publication surveys for *Portraits* and provided an analysis of the results along with recommendations.

Additional Experience: Zeta Alpha Chi Advisor, Pitt-Bradford - Spring 2002; Health Fair Coordinator, Pitt-Bradford - Spring 2001 & Spring 2002; Summer Conference Housing Assistant, Pitt-Bradford - Summer 2001; Admissions Intern, Clarion University of PA - Spring 2000; Stop Abuse for Everyone, Clarion, PA - Spring 1997: Received 40 hours of training in crisis intervention and counseling skills for domestic violence.

Educational Background: M.A. Student Affairs in Higher Education, Indiana University of PA (July 2002);
B.S. Communication, Clarion University of PA (June 2000)

Professional Membership: NASPA

Available for Employment: July 2002

Geographic Location: Pennsylvania, New York, Ohio, Maryland

Permanent Address: 860 Bethel Church Road, Marion Center, PA 15759

Phone: (724) 254-2274

Current Address: 211 Commons, 300 Campus Drive, Bradford, PA 16701

Phone: (814) 362-0987

Email: tjt@pitt.edu