



**Assistant Director, Office of Student Conduct & Academic Integrity**  
Division of Student Engagement & Enrollment Services

Old Dominion University (ODU) invites applications for the position of Assistant Director in the Office of Student Conduct & Academic Integrity. The Assistant Director will assume primary responsibility for coordinating the resolution of academic integrity referrals, including development and oversight of an Academic Integrity Council. The Assistant Director will implement programming and assessment initiatives that promote a culture of academic integrity. As a member of the unit's leadership team, the Assistant Director will also deliver programs and services to meet the needs of off-campus students; serve as a Conduct Officer for academic and nonacademic violations of the Code of Student Conduct (<http://ww2.odu.edu/ao/bov/manual/pdfs/1530.pdf>); and assist in the general administration of the student conduct system. This newly-created, full-time, 12-month, administrative faculty position will report to the *Director of Student Conduct & Academic Integrity and Assistant to the Vice President for Off-Campus Initiatives*.

Minimum Qualifications

- Advanced degree in student affairs, higher education, law, psychology, sociology or other related field from a regionally accredited institution
- Prior experience adjudicating student conduct cases as a student conduct officer or conduct board member/advisor
- Knowledge of applicable legal issues and best practices related to student conduct & conflict resolution
- Exceptional oral and written communication skills

Preferred Qualifications

- Experience adjudicating academic misconduct in the college/university environment
- Experience with Maxient's *Conduct Manager* software
- Prior attendance at the Donald D. Gehring Academy for Student Conduct Administration

About the University

Old Dominion University, located in the City of Norfolk in the metropolitan Hampton Roads region of coastal Virginia, is a state-assisted, Carnegie doctoral/research-extensive institution that serves its students and enriches the Commonwealth of Virginia, the nation, and the world through rigorous academic programs, strategic partnerships, and active civic engagement. Its 25,000 students, including over 6,000 graduate students and approximately 5,000 residential students, form a diverse and multicultural community across six academic colleges. ODU's programs are offered on the main campus, at higher education centers in the region, and at numerous distance learning sites.

Application Process

Applicants should submit a cover letter addressing the advertised qualifications, resume, and contact information for three professional references. All submissions should be sent electronically (PDF preferred) to [academicintegritysearch@odu.edu](mailto:academicintegritysearch@odu.edu). Review of applications will begin March 11, 2013 and will continue until the position is filled. The anticipated start date is May 10, 2013. Salary is commensurate with qualifications and experience. The University offers an excellent benefits package.

*Old Dominion University is an equal opportunity, affirmative action institution and requires compliance with the Immigration Reform and Control Act of 1986.*

# Tyler Fortman

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Address: 1023 West 49<sup>th</sup> Street, #157  
Norfolk, VA 23508

## EDUCATION

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<b>Ph.D.</b>	Psychology <i>The Ohio State University, Columbus, OH</i> Minor: Research Methods in Human Resource Development Licensed Clinical Psychologist - NY 68 019685	June 2011
<b>M.A.</b>	Psychology <i>The Ohio State University, Columbus, OH</i> Cognate: Cultural and Ethnic Diversity in Human Development	June 2008
<b>B.A.</b>	Psychology, with Honors and Distinction, <i>summa cum laude</i> <i>The Ohio State University, Columbus, OH</i>	June 2006

## EXPERIENCE

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<b>August 2012 – Present</b>	<b>CONDUCT OFFICER/RESIDENCE HALL DIRECTOR</b> <i>Housing and Residence Life, Old Dominion University</i>	Norfolk, VA
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Interpret and administer the Code of Student Conduct including adjudication of cases in which separation from the university is a potential sanction. Follow-up on sanctions and maintain records in Maxient's Conduct Manager software. Additional accomplishments include:

- Maintain current working knowledge of statutes impacting higher education (FERPA, Clery Act, HIPPA, HEOA)
- Facilitate conflict resolution between individual students and student groups
- Participated in Office of Student Conduct and Academic Integrity conduct officer training workgroup
- Collaborate with key stakeholders (i.e. University Police Department, Norfolk Police Department, Office of Greek Life, Intercollegiate Athletics, etc.)

Provide leadership, management, and budget oversight for a hall complex of 470 first year students as well as a small, scholarship house for upper-class students. Chair the development of 4 living-learning communities. Directly supervise 1 Graduate Assistant (0.5 FTE) and 12 Resident Assistants. Indirectly supervise 10 undergraduate desk staff members. Advise students on an individual and group basis as well as the student-led hall government. Mediate student conflicts and serve as an administrator-on-call, responsible for ensuring University procedures are followed. Additional accomplishments include:

- Established a new partnership with the Women's Studies Department and women's scholarship house, including securing faculty involvement in ongoing, bi-weekly programming
- Instituted initial programming and assessment plans, emphasizing faculty involvement, for each living-learning community
- Created and chair a Community Education Team, including faculty/staff partners as well as students, that served as the advisory body for the Health Sciences living-learning community
- Implemented a complimentary referral/application/interview process for Resident Assistants in living-learning communities that included faculty/staff participation
- Meet with students experiencing academic difficulties to promote academic accountability
- Reduced 2<sup>nd</sup> semester conduct referrals through hall programming around responsibility (programs have been adopted department-wide because of their success)

<b>July 2011 – August 2012</b>	<b>RESIDENT PSYCHOLOGIST (1-year residency)</b> <i>Counseling and Psychological Services, Sarah Lawrence College</i>	Bronxville, NY
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Delivered comprehensive mental health services for the campus community. Services primarily consisted of crisis response, case management, brief and long-term psychotherapy (psychodynamic,

interpersonal, DBT, motivational interviewing), group therapy, and intake evaluations and assessment. Additional accomplishments include:

- Oversaw 25% of the college's violence and alcohol related conduct cases including determining responsibility, sanctioning, monitoring, and case-management (if treatment was sanctioned)
- With the Office of the Dean of Students, assessed student's level of threat and provided consultation for complex, secondary level conduct cases
- Administered misconduct prevention programs (Under the Influence, Marijuana 101, etc.) to both on-campus and off-campus students
- Provided crisis intervention/on-call mental health services including coaching for students at high risk of parasuicidal and suicidal behavior
- Conducted alcohol and other drug evaluations and therapeutic interventions
- Maintained medical records in compliance with FERPA and HIPPA regulations (Praxis, MediCat)
- Consulted with faculty/staff in Residence Life and International Exchange Programs
- Participated in the National College Depression Partnership and Bringing Theory to Practice grant implementation
- Assessed role of DBT services in reducing psychiatric hospitalizations and promoting retention

**June 2010 –  
July 2011**

**RESIDENT PSYCHOLOGIST** (1-year residency)  
*Center for Clinical Psychology Services, University of Virginia*

Charlottesville, VA

Provided clinical psychological services to the campus community and, via a University-community partnership, to delinquent adolescents in the Charlottesville community. Services included short and long term individual and group therapy, assessment and diagnosis, case-management, advocacy, and medical record maintenance (SOS). Additional accomplishments include:

- Served on Charlottesville City Schools Threat Assessment Team
- Conducted suicide assessments of client's expressing suicidal ideation
- Specialized in the treatment of substance abuse using motivational interviewing
- Provided individual and group therapy to late adolescents in an alternative education setting for students with major criminal violations
- Conducted psychological evaluations in partnership with the Office of Disability Services
- Developed expertise in use of mindfulness in treatment
- Developed training program around therapy considerations for students who are LGBTQ

**January 2009 –  
June 2010**

**INTERIM DIRECTOR, NATIONAL RESEARCH INSTITUTE FOR RECREATIONAL SPORTS AND WELLNESS (NIRSA)<sup>Y</sup>**  
**INTERIM COORDINATOR, SPORT AND WELLNESS SCHOLARS PROGRAM**  
*Housing and Residence Life/Recreational Sports/Wellness, The Ohio State University*

Columbus, OH

Provided overall leadership, management, and oversight to the National Intramural and Recreational Sports Association (NIRSA) – National Research Institute for Recreational Sports and Wellness (a partnership between the Ohio State University Department of Recreational Sports and NIRSA). Selected, trained, and directly supervised 4-6 undergraduate student staff members and indirectly supervised 9 (0.50 FTE) graduate assistants. Additional accomplishments include:

- Administered budget of \$80,000 for research, operations, training/programming, and wages
- Secured NIRSA Research Grant funding, administered, and published a project to measure the learning outcomes of the NIRSA National Sport Club Championship Series
- Developed, standardized, and published Measuring Outcomes from Recsports Experiences (MORE) instrument
- Consulted and trained recreational sport professionals nationally on research and assessment
- Chaired Institute's Advisory Board (including faculty and staff from around the United States)

Established mission, vision, goals, and learning objectives for new Sport and Wellness Scholars program,

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<sup>Y</sup> Interim Director, National Research Institute for Recreational Sports and Wellness August 2009-June 2010

a collaboration between the College of Education Physical Activities and Educational Services and the Departments of Athletics, Recreational Sports, Wellness, and Residence Life. Additional accomplishments include:

- Hosted educational meetings with students regarding student conduct
- Established commitments from academic partners, including targeted faculty
- With committee, created initial application process
- Provided initial marketing, orientation, programming, and assessment

**August 2006 – January 2009**     **GRADUATE ADMINISTRATIVE ASSISTANT (0.50 FTE)**     Columbus, OH  
*Department of Recreational Sports and Wellness, The Ohio State University*

Reported to the Assistant Director of Recreational Sports and Wellness for Assessment, provided general support to departmental assessment efforts. Primary responsibilities included training and consulting with departmental staff to write learning outcomes and subsequent assessments. Provided data analysis, interpretation, and reporting. Additional accomplishments include:

- Implemented and assessed social norming program to reduce binge drinking among all students and a comprehensive intervention for high risk groups living both on-campus and off-campus (SAHMSA funded)
- Analyzed and interpreted CORE survey data measuring drinking and illicit drug use
- Hosted the Mid-American Conference sport directors annual meeting

## INTERNSHIP EXPERIENCE

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Clinical Psychology Intern, Nationwide Children’s Hospital	2008
Practicum Supervisor, Counselor Education	2008
Clinical Psychology Intern, Office of Dr. Robert Gordon	2007
Clinical Psychology Intern, Laboratory for Clinical Outreach and Training	2007
Behavior Intervention Team Coordinator, Columbus City Schools	2006
Behavior Intervention Team Member, Bexley City Schools	2006
Research Assistant, The Ohio State University Medical Center	2004-2006
Research Assistant, Sexuality Studies Laboratory	2005-2006

## INSTITUTIONAL SERVICE

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### UNIVERSITY SERVICE

*Sarah Lawrence College*

- Member, Threat Assessment Team     2011-2012
- Member, Committee for Transgender Student Advocacy     2011-2012

*The Ohio State University*

- Trainer, Question Persuade Refer (QPR) suicide prevention     2008-2009
- Board Member, Campus Suicide Prevention Program (SAMHSA funded)     2008-2009
- Outreach Coordinator and Member, Body Image and Health Task Force     2006-2009
- Mascot (Brutus Buckeye), University Athletics     2005-2007

### DIVISIONAL SERVICE

*Old Dominion University*

- Mediator, Student Activities Council     2013
- Chair, Health Sciences LLC Community Education Team     2012-Present
- Trainer and Member, Safe Space Committee     2012-Present
- Member, Men’s Issues Collaborative     2012-Present
- Member, Tunnel of Oppression Committee     2012-Present
- Member, Housing and Residence Life Effectiveness Committee (strategic planning)     2012-Present
- Member, Housing and Residence Life Assessment Committee     2012-Present
- Advisor, Community Council (student governing body for hall)     2012-Present

- Member, Office of Student Conduct and Academic Integrity Training Workgroup 2012  
*The Ohio State University*
- Advisor, Alternative Break Service Learning Trip 2009

**SEARCH COMMITTEES**

*Old Dominion University*

- Member, Assistant Director for Residence Education 2013-Present
- Member, Assistant Director for Recreation and Wellness 2013-Present
- Chair, Resident Assistant/Community Assistant Recruitment and Selection 2012-2013
- Member, Dietician 2012

*Sarah Lawrence College*

- Member, Resident Psychologist 2012

*The Ohio State University*

- Member, Assistant Director for Recreational Sports 2010
- Member, Coordinator for Sport and Wellness Scholars Program 2010

**COMMUNITY SERVICE**

- Coordinator, Richmond Outreach for Sexual Minority Youth (ROSMY) 2011
- Psychological Consultant, Adventure Amputee Camp 2011
- Founding Board Member, American Foundation for Suicide Prevention – Columbus Chapter 2010
- Threat Assessment Team/Behavioral Consultant, Campfire USA – Central Ohio Council 2008

**PUBLICATIONS**

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**REFEREED PUBLICATIONS**

Fortman, T.L. and Miranda, A.H. (in review). Hope theory revisited: A longitudinal study of the instability of hope in late adolescence. *Journal of Positive Psychology*.

Fortman, T.L. and Haines, D.H. (2011). Measuring Outcomes from Recsports Experiences (MORE) instrument validation: A valuable tool to assess college student learning. *Recreational Sport Journal, 35(1)*, 12-23.

Brown, A., and Fortman, T.L. et al. (2008). *Space planning guidelines for campus recreational sport facilities*. Human Kinetics: Champaign, IL.

Haines, D.H. and Fortman, T. L. (2008). The college recreational sports learning environment. *Recreational Sports Journal, 32(1)*, 52-61.\*

Haines, D.H. and Fortman, T. L. (2007). Building research capacity in college recreational sports. *Recreational Sports Journal, 2*, 26-33.

**NON-REFEREED PUBLICATIONS**

Fortman, T.L. and Fortman, A. (2013, February). You don't know "Jack": Developing productive masculinities to promote faculty-student interactions. *NASPA Men and Masculinities Knowledge Community Newsletter*.

Fortman, T.L. (2009, December). Connections between mental health and physical health among college students: A review. *NIRSA Know*.

Fortman, T.L. (2009, October). Creating a culture of research. *NIRSA Know*.

Fortman, T. L. and Haines, D.J. (2008, February). Validation of the college recreational sports learning outcome instrument. *NIRSA Know*.

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\* Awarded the *Recreational Sports Journal* Award for Most Outstanding Writing (NIRSA)

- Haines, D.J. and Fortman, T. L. (2008, January). Learning outcomes in college recreational sports. *NIRSA Know*.
- Hardin, C., Fortman, T. L., and Haines, D.J. (2007, October). International student participation in college recreational sports. *NIRSA Know*.
- Fortman, T. L. (2007, February). Creating a research culture in college recreational sports. *NIRSA Know*.
- Fortman, T. L. (2006, December). Body image concerns: Who cares? Maybe you should. *NIRSA Know*.
- Fortman, T.L. (2006). The effects of body image on self-esteem, self-efficacy, and academic achievement. *OhioLINK: Electronic Thesis and Dissertation Center*.

## **INTERNATIONAL, NATIONAL, AND REGIONAL PRESENTATIONS**

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- Lowman, C. and Fortman, T.L. (2013, February). Going beyond surveys: 360 degrees of alternative assessment options to improve student learning. Accepted for presentation at the Southeast Association of Housing Officers (SEAHO) Annual Conference, Atlanta, GA.
- Fortman, T.L. (2011, March). Identification and prevention of suicidal and parasuicidal behavior. Presented to the National Mental Health Consortium of Grenada and St. George's University staff, True Blue, Grenada.
- Fortman, T. L. (2010, September). Differentiating emotional disturbance from social maladjustment. Presented at a regional in-service of special educators, Charlottesville, VA.
- Fortman, T. L. (2009, February). Tier 2: Time 4 study skills intervention. Presented at the National Association of School Psychologists (NASP) Annual Conference, Boston, MA.
- Fortman, T. L. and Hemmeler, M. (2009, February). Hope for intrinsic motivation. Presented at the National Association of School Psychologists (NASP) Annual Conference, Boston, MA.
- Haines, D.J. and Fortman, T.L. (2008, September). Learning outcomes measurement: Research, tools, evidence. Pre-conference workshop presented at the Mid-American Conference (MAC) Annual Directors Meetings, The Ohio State University, Columbus, OH.
- Fortman, T.L. (2008, July). Validation of the Recreational Sports Learning Outcome measure. Presented at the National Research Institute for Recreational Sports and Wellness (NIRSA) Annual Advisory Board Meeting, The Ohio State University, Columbus, OH.
- Miranda, A. and Fortman, T.L. et al. (2007, February). Racial Identity in education. Presented at the National Association of School Psychologists (NASP) Annual Conference, New York, NY.
- Miranda, A. and Fortman, T.L. et al. (2006, December). Courageous conversations leading to difficult dialogues. Presented at the Teen Institute Annual Conference, Dublin, OH.
- Fortman, T. L. (2006, October). How are you going to get there? Presented at the Family, Career, and Community Leaders of America (FCCLA) Regional Conference, Ashland, OH.

## **TEACHING EXPERIENCE**

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|---|-------------|
| <i>The University of Virginia</i>                                     |             |
| EDHS7640: Cognitive Assessment (doctoral level course, co-taught)     | Spring 2011 |
| <i>Piedmont Virginia Community College</i>                            |             |
| PSY230: Developmental Psychology, Piedmont Virginia Community College | Spring 2011 |

### *The Ohio State University*

Research in Recreational Sports, The Ohio State University (non-credit, master's level course required of graduate assistants)  
UNIV101: First Year Success Series, The Ohio State University

Fall 2006-  
Spring 2008  
Fall 2006

## **PROFESSIONAL AFFILIATIONS**

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NASPA – Student Affairs Administrators in Higher Education	2011-Present
▪ Mentor, NASPA Undergraduate Fellow Program (NUFP)	2012-Present
SEAO – Southeastern Association of Housing Officers	2012-Present
APA – American Psychological Association	2006-2012
NIRSA – National Intramural and Recreational Sports Association	2006-2010
▪ Interim Director, National Research Institute for Recreational Sports and Wellness	2009-2010
▪ Chair, Advisory Board, National Research Institute for Recreational Sports and Wellness	2009-2010
NASP – National Association of School Psychologists	2006-2008
▪ Program Representative, Graduate Student Interest Group	2007-2008

## **PROFESSIONAL CERTIFICATIONS/TRAININGS**

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Licensed Clinical Psychologist (NY 68 019685)	2012-Present
Nationally Certified School Psychologist	2008-Present
ACPA: Living-Learning Programs for STEM Students	2012
Behavioral Tech LLC.	
▪ Dialectical Behavior Therapy Skills Training	2011
▪ Beyond the Basics: Skills Training in Action	2012
Identification and Reporting of Relational Abuse and Maltreatment	2012
Advanced Dialectical Behavior Therapy	2011
Brief Alcohol Screening and Intervention for College Students (BASICS)	2011
Incorporating Mindfulness in Medical and Mental Health Practice	2011
Question, Persuade, Refer (QPR) (suicide prevention) Trainer Certification	2007

## **AWARDS**

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Recreational Sports Journal Award for Most Outstanding Writing, NIRSA	2009
Big Ten Scholar Athlete, Big Ten Conference	2006, 2007
Distinguished Graduating Senior, The Ohio State University	2006
President's Salute to Academic Achievement, The Ohio State University	2006
Undergraduate Research Scholarship, The Ohio State University	2005
Harry S. Truman Scholarship Nominee, The Ohio State University	2005

## **REFERENCES**

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Charles Lowman, M.A.	Associate Director of Residential Education, Vanderbilt University 615-322-2591 charles.a.lowman@vanderbilt.edu
Nance Roy, Ed.D.	Director of Health Services/Counseling and Psychological Services, Sarah Lawrence College 914-395-2350 nroy@sarahlawrence.edu
Ronald Reeve, Ph.D.	Director, Clinical and School Psychology Program, The University of Virginia 434-924-0790 rer5r@virginia.edu

# Nicole "Nikki" Kogan

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## Summary

Nikki is a well-rounded, initiative-taking, professional with experience providing strong skill sets, including: administration, collaboration, and challenge and support of students.

## Education

**MS Ed.: College Student Development and Administration**, May 2007, University of Wisconsin-La Crosse

**B.A.: Philosophy**, May 2005, Minors: Sociology and Women's Studies, Wittenberg University, Springfield, OH

## Student Affairs Professional Experience

**Residential Life Coordinator for Conduct and Administration**, 2012-present

*Florida International University*, Miami, FL, Housing and Residential Life

- Manage centralized conduct process for residential life population of 2500 students utilizing Maxient Conduct Manager.
- Review all reports submitted by residential life staff and evaluate potential violations of the Code of Conduct.
- Supervise the Academic Resource Center and the 13 member A-Team (academic peer tutors).
- Submit accurate data on Clery Reportable cases that occurred in/on Housing property to the Lead Clery reporter.
- Revise the Residential Life Area Reservation form, and coordinate the reservation process.
- Compile and communicate monthly health and safety inspections and semester fire drills with Housing Facilities.

**Conduct Review Officer**, Fall 2008-2010

*Eastern Washington University*, Cheney, WA, Office of Students' Rights and Responsibilities

- Adjudicate both in-hall and off-campus students' Conduct Code violations, providing educational sanctions to students found responsible for violations as a collateral assignment to Residence Life Coordinator position.

**Residence Life Coordinator**

*Florida International University*, Miami, FL

Residential Life

Bay Vista Housing 2011-2012 & Lakeview South Hall  
2010-2011

*Eastern Washington University*, Cheney, WA

Office of Residential Life & Housing

Brewster Hall 2007-2009 & Morrison Hall 2009-2010

- Perform contract-based violation meetings, and assign educational sanctions for respective hall populations
- Perform administrative and facility operations four different residence halls, respectively:
  - a 258-bed, co-ed, suite style, freshman-graduate student hall at the north campus
  - a 450-bed, co-ed, suite style residence hall with Living Learning Programs (Honors, Architecture and the Arts, First Year Experience)
  - a 363-bed, co-ed traditional style hall with Living Learning Programs (Leadership, Computer and Engineering Sciences, College of Arts and Letter, and College of Social Behavior and Science)
  - a 135-bed, gender neutral, upperclassmen, suite style residence hall off campus
- Hire, train & supervise 4-14 paraprofessional staff members and 3-10 front desk staff members
- Co-advise hall governments
- Supervise all Hall Office operations
- Coordinate and budget for all hall financial concerns, totaling approximately \$3,500-\$10,000 in programming (both institutions) and \$18,000-\$38,000 in payroll (at EWU)
- Serve in weekly on-call rotation and triage crisis situations as an emergency first responder
- Perform special responsibilities including:
  - Fulfill duties specific to the Bay Vista Housing facility:
    - Represent Housing and Residential Life as the sole full-time professional staff member at the Biscayne Bay Campus
    - Process Housing paperwork, including contracts, payments, walk-ins, and transfer requests
  - Co-represent Residential Life in the creation of the Center for Leadership Services' Leadership Certificate pilot program (2010)
  - Teach/Facilitate the Resident Assistant Leadership course and/or workshops at both institutions
  - Coordinate the Residential Life Professional Staff Development Committee (2011)
  - Liaison with Fraternity and Sorority Life Office and Violence Prevention Victim Advocate (2008-2010)
  - Residential Life Coordinator in charge of Summer Camp Coordination (Summer 2009 & 2010)
  - Chair the Community Advisor Hiring Committee (2007-2009)
  - Initiate the creation of, and advise, the Leadership Education And Development (L.E.A.D.) Living Learning Community (created 2007-2008; implemented Fall 2008)
  - Co-Coordinate the Community Advisor Leadership Class (Spring 2008)
  - Chair the Residential Life Coordinator Search Committee (2007-2008)



## **Student Affairs Graduate Experience at University of Wisconsin-La Crosse**

**Assistant Hall Director**, Hutchison Hall, Graduate Assistantship, Office of Residence Life, August 2006-May 2007

**UWL 100 Instructor**, Administrative Practica, General Education Program, August-November 2006

**Interim Hall Director**, Internship, Office of Residence Life, May-August 2006

**Graduate Assistant**, Graduate Assistantship, Office of Residence Life, August 2005-May 2006

**Pride Center Assistant**, Programming Practica, University Centers, January-May 2006

## **Professional Organization Membership**

**Delta Gamma Fraternity**, April 2002-present

Multiple undergraduate positions, Current alumnae

Beta Tau Housing Corporation Secretary 2012-present

Beta Tau Honor Board Advisor, 2012-present

**Association of College and University Housing Officers-International**, August 2005-present

**College Student Development and Administration Organization**, September 2005-May 2007

**American College Personnel Association**, October 2005-October 2008

Commission on Housing & Residence Life

Standing Committee of LGBT Awareness

**Organization for Campus Women** (at UW-L), October 2005-October 2006

**Order of Omega**, April 2006-present

Honorary Member of the Alpha Chi Chapter at UW-L

**Wisconsin College Personnel Association**, October 2006-October 2007

Graduate Student Committee

**The National Scholars Honor Society**, December 2006-present

## **Advising/Presentation/Conference Experience**

**FIU's Annual Student Leadership Summit**

Representative of Residential Life on planning committees, 2012 & 2013

Co-Presented group communication program: "ABC Communication" in January 2011

Co-Presented career development program: "Connecting the Dots... Turning your leadership positions into resume point," February 2013

Co-Presented a leadership development program: "So You're a Leader, Now What?", February 2013

**Association of College and University Housing Officers-International Living Learning Programs Conference**,

Co-Presented "How to Turn your Practices into Traditions" in October 2011

Conference attendee in October 2009

**FIU's Annual Women Who Lead Conference**

Representative of Residential Life on MMC planning committee, March 2011 and February 2013

Representative of Residential Life on BBC planning committees, March 2012

**BBC Flag Football Club** (FIU)

Advisor, Spring 2012

**Organization of Women Looking for Sisterhood in Chi Upsilon Sigma** (FIU)

Advisor, 2010-2011

**South Atlantic Affiliate of College and University Residence Halls**

Advisor to the FIU Delegation to the No Frills Conference, March 2011

**National Association of College and University Residence Halls**

Advisor to EWU Delegation to the National Conference, June 2010

**Fraternity and Sorority Life Leadership Retreat**

Presented in areas of Civility and Accountability within FSL community at EWU, January 2010

**EWU Office of Residential Life Leadership Course**, Spring 2008, 2009, 2010

Created "Human Experience Week" with focus on diverse issues on the campus & in the halls (2008)

Created "Introduction/History Week" & "Programming Week" (2009)

Created "Community Development Week" (2010)

**Associated Students of Eastern Washington University Leadership Conference**, February 2008

Presented group communication program: "Ding Dot Incorporated"

**EWU chapter of the National Residence Hall Honorary**

Advisor, 2007-2008

## Advising/Presentation/Conference Experience cont.

### **Growth Opportunities in Leadership Development**, October 2005 & December 2006

Co-Facilitated and co-organized of a weekend development retreat for 30 emerging campus leaders at UW-L

### **Wisconsin College Personnel Association Fall Conference**

Conference Attendee, October 2006

### **Wisconsin College Personnel Association Fall Conference**

Conference Attendee, October 2006

### **Wisconsin Coalition Against Sexual Assault Conference on Sexual Violence and the College Campus**,

Conference Attendee, September 2006

### **Great Lakes Affiliate of College and University Residence Halls**, November 2005

Co-Presented diversity education program: "The Other Side of the Tracks"

Co-Advisor to UW-L Delegation to the Regional Conference

### **American College Personnel Association Annual Conference**

Conference Attendee, March 2006 & March 2008

### **UW-L Residence Hall Association Council**

Advisor, 2005-2006

### **Association of College & University Housing Officers-International STARS College**

Selected Participant, July 2004

## Certifications/Trainings

### **Leadership Development Institute**, Spring 2011

Pilot program designed to provide 8 developmental modules for professionals who are responsible for leading and managing employees, ranging in Coordinators to Assistant Vice Presidents at FIU

### **New Professionals Group**, 2010-2011

Focused on development and networking opportunities to those who are new to working in Student Affairs at FIU

### **FIU Safe Zone Ally Training**, October 2010

LGBT Ally Training and Safe Zone network

### **Training for Intervention ProcedureS "TIPS" Certification**, September 2009

A skills-based training program that is designed to prevent intoxication, underage drinking, and drunk driving

### **EWU First Responder Volunteer Program**, July 2008

Violence against women prevention program

### **EWU Welcome Project**, Spring 2008

LGBT Ally Training and Safe Zone network

## References

### **Stacey Reece**

Director

Office of Students Rights and Responsibilities

Eastern Washington University

(509) 359-6960

sreece@ewu.edu

### **Tyler Groll**

Coordinator

Student Conduct & Conflict Resolution

Florida International University

(305) 348-3939

Tyler.Groll@fiu.edu

### **Sarah Clegg-Crawford**

Director

Office of Student Conduct

Life University

(860) 268-3146

sarah.clegg@gmail.com

### **Joe Haeffel**, Supervisor

Assistant Director

Residential Life

Florida International University

(305) 348-3661

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# Mr. Joshua D. Rich, Ed.M.

## Resume

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North Tonawanda, NY 14120

## OBJECTIVE

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To obtain a full time position in the area of student conduct at an institution of higher education. Specifically, I am looking for an institution that has a high level of student pride and is committed to the student experience. I am looking to work with other professionals that are open to new and creative ways.

## EDUCATION

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*Master of Education*, State University of New York at Buffalo, May 2012

Buffalo, NY

Concentration: **Higher Education Administration/Educational Leadership and Policy**

*Bachelor of Arts, Cum Laude*, State University of New York College at Potsdam, May 2010

Potsdam, NY

Major: **Politics** Minor: **Pre-Law**

## SUMMARY OF QUALIFICATIONS

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- Six years working as a student conduct hearing officer as an undergraduate/graduate student and professional
- Intimate knowledge of state and federal higher education legal regulations, including due process rights
- Contextual and working knowledge of multiple student development theories and models
- Focused studies in politics, law, higher education, organizational leadership, and student affairs
- Two years of experience in training college conduct boards on various issues
- Two years of experience in crisis management of student issues
- Experience in monitoring and evaluating sanctioned students throughout the conduct process
- Experience using restorative sanctions/methods to resolve student issues
- Experience in program evaluation and assessment
- Extensive experience and knowledge of Title IX
- Six years of student programming experience and working with student organizations
- Six years of creating, researching, and revising college governance/conduct policies
- Knowledge of PAVE's Judicial Action and Maxient Database Software
- Ability to direct complex projects from concept to fully operational status
- Goal oriented individual with strong leadership capabilities
- Organized, highly motivated, and detail oriented problem solver
- Impeccable ability to work in unison with staff, or others in the work place
- Ability to mediate conflict between students peers, as well as college staff
- Experience working with students and staff from various backgrounds, abilities, and needs
- Able to delegate responsibility to others, as well as support others in their tasks as needed
- Ability to think critically and implement strategically
- Ability to work with and create an efficient effective budget
- Dependable, flexible, professional

## **STUDENT LEADERSHIP**

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- *Director of Academic and Student Affairs*, SUNY Student Assembly (2yrs.)
- *Peer Academic Tutor* (1yr.)
- *SUNY Potsdam Student Government Association*, (4 yrs.). Numerous positions, including Vice President (2 yrs.) and Chief Justice (2 yrs.), and assisted in managing and balancing a \$500,000 annual budget.
- Established a new Constitution and Elections Guidelines for the entire student body of SUNY Potsdam.

## **FACULTY/STAFF COLLABORATION**

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- Interoffice/community collaboration to create a new system of assigning and managing community service for student conduct at Buffalo State.
- Collaborated with the college staff to create a new student appreciation award for those who exemplify model behavior and embrace the tenants of the “Civil and Caring Academic Community” and “Do Your Part” Bystander Intervention initiatives.
- In collaboration with Health Promotions Staff, coordinate and facilitate off-campus focus groups for students and community members to better address town/gown relations.
- Collaborated with offices at Buffalo State College, the University at Buffalo, and various community groups to organize and implement a state-wide judicial conference on the topic of sexual misconduct and Title IX in February of 2012.
- Collaborated with various offices on and off campus to provide in-depth trainings to the Buffalo State College Judicial Board on various topics (students with accessibility issues, Greek Students, Athletes, Sexual Assaults, students with mental health concerns, equity and diversity, and more).
- Assisted in the coordination of the Department of Education Office of Civil Rights Audit and on Campus visit at Buffalo State College.
- Revised Greek Life policies on both the organizational and college level at Buffalo State College
- Conducted research and developed, along with faculty and staff upper administration, revisions for the College Code of Conduct for Buffalo State College.
- Developed, along with staff and upper administration, a new Sexual Misconduct Policy for Buffalo State College which has been reviewed by OCR.
- Worked with the offices of Residence Life and Campus Auxiliary Services to implement a pre-paid laundry system for students of SUNY Potsdam.
- Worked with SUNY Potsdam Library Administrators and student leaders to extend hours of operation for students.
- Developed, along with faculty and staff, a new Student Code of Conduct for SUNY Potsdam.
- Collaborated with staff to gather volunteers for the annual Special Olympics hosted at Potsdam.
- Designed an "Open Forum" for students on Textbooks with members of The College Store of SUNY Potsdam.
- Participated in a search for new campus administrators at SUNY Potsdam.
- Collaborated with the Student Government, College Administration, and Alumni to create three new "Smart Classrooms" on campus worth over \$100,000.
- Lobbied state officials, along with College administrators, on behalf of students and the entire SUNY System for building funds, as well as policy reform.
- Worked with top level administrators from across SUNY on the SUNY Strategic Plan and its relation to academic excellence and student experiences within and outside of the classroom.

## **SUPERVISION/TRAINING**

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- Coordinated and implemented a state wide conference on sexual misconduct on college campuses for judicial administrators.

Joshua D. Rich

- Coordinated comprehensive training for the Buffalo State College Judicial Hearing Boards and Advocates in general process matters (due process, questioning, evidence evaluation, sanctioning etc.).
- Coordinated comprehensive training for the Buffalo State Inter-Greek Association Judicial Board.
- Provided professional training workshops on Robert's Rules and disciplinary procedures for student governments across New York State.
- Trained new office personal in filing system, data entry, scheduling, office distribution, and various clerical tasks.
- Assisted in the supervision of office interns, work-study students, and a professional clerical staff.
- Supervisor of office workers in day to day office tasks and special projects.
- Evaluated and reviewed performance of all employees on a regular basis.

## **COMMITTEE EXPERIENCE**

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- *Active Member*, Disciplinary Processing Committee, Buffalo State College (2012-present)
- *Active Member*, Dean of Students Assessment Team, Buffalo State College (2012-present)
- *Active Member*, Judicial Review Committee, Buffalo State College (2012-present)
- *Active Member*, Committee on Community and University Relations, Buffalo State College (2012-present)
- *Active Member*, SUNY Student Conduct Administrators Association, (2012-present)
- *Active Member*, Commission on Student Conduct and Legal Issues, ACPA (2012-present)
- *Active Member*, SUNY Potsdam Alumni Board of Trustees (2008-present)
- *Active Member*, SUNY Potsdam Alumni Board External Affairs Committee (2012-present)
- *Active Member*, SUNY Potsdam Alumni Board Awards Committee (2010-present)
- *Active Member*, SUNY Potsdam Alumni Board Nominations Committee (2010-present)
- *Past Chair*, SUNY Student Assembly Academic and Student Affairs Committee (2010-2011)
- *Past Member*, SUNY Strategic Plan Committee on Academic Excellence (2010-2011)
- *Past Member*, SUNY University Faculty Senate Committee on Ethics and Institutional Integrity (2010-2011)
- *Past Vice President*, Potsdam Auxiliary College Educational Services (PACES) Board of Directors (2008-2010)
- *Past Co-Chair*, SUNY Potsdam Alumni Student Affairs Committee (2008-2010)
- *Past Member*, SUNY Potsdam Intercollegiate Athletic Board of Directors (2008-2010)
- *Past Member* SUNY Potsdam Faculty Senate Committee for Academic Policies and Procedures (2008-2010.)

## **DISCIPLINARY/JUDICIAL EXPERIENCE**

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- *Staff Assistant, Offices of Judicial Affairs and the Dean of Students, Buffalo State College* (Aug. 2012-current)
- *Graduate Staff Assistant for Judicial Affairs, Buffalo State College* (Aug. 2011-Aug. 2012)
- *Graduate Intern for Judicial Affairs, Buffalo State College* (May-August 2011)
- *Inter Greek Association Judicial Board Liaison, Buffalo State College* (Jan. 2011-current)
- *Campus Student Judicial Hearing Officer, SUNY Potsdam* (2007-2010)
- *Chief Justice Student Supreme Court, SUNY Potsdam* (2007-2009)

## **PROGRAMMING EXPERIENCE**

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- Buffalo State Office of Judicial Affairs-(2013), I present workshops and forums on student rights, tenant rights, community relations, and the College's conduct expectations and judicial process.
- Buffalo State Student Life Office- (2011-2012), As a graduate intern for Greek Life I assisted in daily leadership and activity program planning for different student demographics.
- SUNY Palloozza- (2008-2011), I assisted in planning a state-wide student demonstration in the state capitol to bring awareness to legislators regarding higher education funding and the impact of state budget cuts on students.
- SUNYPella ROCKS!- (2010), I organized and planned a state-wide a cappella competition with groups from across all of schools of the State University of New York System in Syracuse NY.

Joshua D. Rich

- Campus Wide Student Picnic- (2007-2010), I planned, organized, and secured sponsorships and funding for an annual picnic for all students of SUNY Potsdam (~4,000) with free food, games, carnival rides, prizes, and live music.

## **RESEARCH /PRESENTATIONS**

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- Rich, J. (2012). *Judicial Board Comprehensive Training*. Buffalo State College.
- Franz, H., George, R. Rich, J., Sutherland, B. (2012). *Judicial Board Sexual Misconduct Training*. Buffalo State College.
- Rich, J. (2012). *Cyberbullying: What is it and Why Should We Care?* Texas A&M University.
- Collins, K. Killfeather, M., Rich, J. (2012) *When Will these Kids Learn: A Case Study Examining the Cultural Background of Student Offenders Moral Development*. University at Buffalo.
- Rich, J. (2012). *College Judicial Board Annual Training*. Buffalo State College.
- Rich, J. (2012). *Sexual Misconduct Judicial Board Training*. Buffalo State College.
- Rich, J. (2012). *Who is Robert and Why do We Care About His Rules? A Guide to Running an Effective Meeting*. SUNY Community College Symposium.
- Rich, J. (2011). *Roberts Rules: A Foundation for Effective Meetings*. SUNY Student Assembly Annual Conference.
- Rich, J. (2011). *Inter Greek Association Executive Retreat*. Buffalo State College.
- Rich, J. (2011). *Student Conduct: Community Colleges vs. Four Year Institutions*. University at Buffalo.
- Rich, J. (2010). *The Future of College Campus Security*. University at Buffalo.

## **RELEVANT COURSEWORK/RESEARCH/INTERESTS**

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- Counseling in Student Affairs
- Student Development Theory
- American College Students
- Student Affairs Administration
- Cultural Diversity in Higher Education
- Organization and Governance
- Law in Higher Education
- Constitutional Law
- Restorative Justice Programs
- Educational/Prevention Programming
- Creative Sanctioning
- Behavior Intervention/Threat Assessment
- Community Relations

## **AWARDS/HONORS/CERTIFICATIONS/MEMBERSHIPS**

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- Certificate of Completion, Workplace Violence Prevention, Buffalo State College (2012)
- Certificate of Completion, Judicial Officer/Advocate, Buffalo State College (2012)
- ACPA Commission on Student Conduct and Legal Issues (2012)
- QPR Trained (2011)
- SUNY Student Assembly "Best Team Player" Award (2011)
- SUNY Buffalo's President's List (Fall 2010/Spring 2011, Fall 2011)
- SUNY Potsdam Division of Student Affairs Award (2010)
- PACES Student Leader Award, SUNY Potsdam (2010)
- Omicron Delta Kappa Honor Society, SUNY Potsdam Chapter (2009)
- Certificate of Appreciation for Outstanding Service, PACES Board of Directors (2008-2010)

Joshua D. Rich

- SUNY Potsdam President's List (Spring 2008/Fall 2008, Fall 2009/Spring 2010)
- SUNY Potsdam Dean's List (Spring 2009)
- New York State Comptroller Award (2006)

## **EMPLOYMENT HISTORY**

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**Buffalo State College Office of Judicial Affairs** Buffalo N.Y.

Aug. 2012-Present

Staff Assistant (full time)

- I assist the Offices of Judicial Affairs and the Dean of Students by resolving incidents of student misconduct on and off-campus, as well as coordinate College Judicial Hearings. I plan and implement monthly training sessions for the College Judicial Board, and conduct and share research on best practices and new trends in student conduct with Board members. I manage our on-line database system, as well as prepare additional statistical reports, including Clery data, and monthly reports of cases and their progress. I coordinate the sanctioned community service program working with on and off-campus entities to provide students the opportunity to give back to the community in meaningful ways. I conduct training/informational services for other campus departments on our office, our processes, and other college policies. I am the primary liaison between the Office of Judicial Affairs and University Police, Residence Life, Student Life, and our prevention programming offices. I assist the Dean of Students in numerous projects outside of student conduct, including student programming, assessment initiatives, research, working with students of concern, investigations, the Annual Student Leadership Awards, and other tasks as assigned.

Graduate Staff Assistant (full time)

Aug. 2011-Aug. 2012

- I assisted the Director of Judicial Affairs in coordinating the efforts of the Judicial Affairs Office. I work on promotional/informational outreach, interoffice/department communications, scheduling, coordinating hearings and the on-line "Judicial Action" software for the office, researching/policy revisions, and resolving student violations of the College's Code of Conduct. I work with various college and community constituents to maintain the "Civil and Caring Academic Community" that that college is founded on through student re-education and restorative methods. I continue to assist in the coordination of the College Judicial Review Committee, which assess all incidents of student behavior on and off-campus.

Buffalo State Judicial Affairs Office Buffalo N.Y.

May 2011-Aug. 2011

Graduate Intern for Judicial Affairs (part time)

- I assisted in revising judicial policy. My duties included drafting, researching, and editing the *Code of Student Rights, Freedoms, and Responsibilities*, inter office procedures for student conduct, maintaining case files, and transitioning to the online data base Judicial Action.

**Buffalo State Violence Intervention and Victim Advocacy Office** Buffalo N.Y.

May 2011-Aug. 2012

VIVA Senior Project Research Assistant (full time)

- I assisted in researching, revising, and editing policy regarding sexual misconduct, rights of victims and the accused, and procedure on handling such cases, and creation/implementation of sexual violence prevention programs. I assist in the day-to-day operation of the office and events coordinated by it. I was integral in the creation of the Colleges new Sexual Misconduct Policy addressing the concerns of the OCR "Dear Colleague Letter" and Title IX.

**Buffalo State Student Life Office** Buffalo N.Y.

January 2011-December 2011

Graduate Intern for Greek Life (part time)

- I assisted in the revising of Greek Life Policy including drafting and editing organizational documents, college policy, and judicial policies, as well as managed community service/philanthropy hours and other projects as assigned. I served as the liaison for the Greek Judicial Board and provided training sessions to student leaders on campus policies, leadership skills, and proper procedures. I also assisted in a re-organization of the Inter-Greek Association and assessment and evaluation of the entire Greek system with Consultant David Westol.

Joshua D. Rich

**SUNY Student Assembly** Albany N.Y.

June 2010-November 2011

Director of Academic and Student Affairs

- As a graduate student I worked with SUNY System Administration, including the Chancellor and Provost of the system, as well as individual campuses within the SUNY System on issues dealing with the continued excellence of our academic and student affairs programs. I also served as a representative on numerous faculty and administrative committees. I served as the liaison between students and the SUNY System administration, as well as other state agencies. I lobbied on behalf of higher education reform at the state level, and participated in the creation and implementation of the SUNY Strategic Plan.



## **Brantley Willett**

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bpw10@my.fsu.edu

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### **Summary of Qualifications**

Experience adjudicating academic misconduct cases in the university environment; prior experience resolving student conduct cases as a student conduct board member; knowledgeable of applicable legal issues related to student conduct; proficient in Microsoft Office Suite; experience using university BANNER system; efficient in the use of various student conduct databases

### **Education**

#### **Florida State University, Tallahassee, Florida**

*Doctor of Education*, Higher Education Administration, December 2013, GPA 3.9

- Received 2013 Hardee Center Academic Conference Support Grant
- Received publication grant from Text and Academic Authors Association, Sept. 2012
- Hardee Fellow 2011 & 2012

#### **Old Dominion University, Norfolk, Virginia**

*Master of Science in Education*, College Counseling, May 2010, GPA 3.9

#### **Longwood University, Farmville, Virginia**

*Bachelor of Science*, Psychology, May 2008, GPA 3.6

### **Relevant Work Experience**

Florida State University, Office of Student Rights and Responsibilities, Tallahassee, FL

**Graduate Intern**, August 2012-Present

- Draft charge letters and decision letters
- Hold information sessions regarding the university hearing process
- Adjudicate alleged violations of the student code of conduct
- Assist in ongoing office assessment specifically involving learning outcomes related to conduct hearings
- Participate in professional development opportunities, including Title IX seminars
- Provide office coverage and staff support as needed

Florida State University, Office of Faculty Development and Advancement, Tallahassee, FL

**Hearing Officer**, Fall 2010; Fall 2012

- Resolved suspension level academic dishonesty cases involving undergraduate and graduate students
- Served on panels of two students and two faculty members

Old Dominion University, Office of Student Conduct and Academic Integrity, Norfolk, VA

**Judicial Assistant**, July 2008-July 2010

- Scheduled student conduct pre-hearings/hearings
- Performed general office duties; wrote portion of office manual
- Gathered data for university and official reports
- Maintained and updated judicial database; conducted sanction reviews; completed background checks
- Delegated tasks to student workers

Longwood University, Office of Student Conduct and Integrity, Farmville, VA

**Honor Board Justice**, August 2007-May 2008

- Served on a student panel to resolve academic and non-academic cases, including

- expulsion level cases
- Collaborated with panel members to assign appropriate educational sanctions to students
- Received conduct board training on the university's honor code and conduct code

## Select Additional Experience

Florida State University, College of Business, Tallahassee, FL

**Graduate Assistant**, August 2012-Present

- Provide career and professional development services to graduate business students
- Assist with coordination of College of Business events
- Serve as teaching assistant for MBA professional development course

Florida State University, Office of Advisor Training and Development, Tallahassee, FL

**Graduate Assistant**, August 2011-May 2012

- Trained newly hired work study students on their position in the office
- Managed the daily tasks of work study students; mentored work study students
- Helped Phi Eta Sigma honor society with chapter events and membership recruitment
- Supervised group of approximately 25 students during Phi Eta Sigma regional conference
- Prepared for advisor training and campus-wide advisor meetings; updated campus advisor handbook
- Maintained databases and email listserv

Florida State University, Dept. of Educational Leadership and Policy Studies, Tallahassee, FL

**Research/Graduate Assistant**, August 2010-August 2011

- Served as a co-conference planner for Sisters of the Academy Research BootCamp
- Assisted with quantitative and qualitative data collection and analysis

Old Dominion University, Center for Major Exploration, Norfolk, VA

**Academic Coach/Instructor**, January 2010-May 2010

- Primary instructor for undergraduate academic success class for students on academic warning
- Assisted with teaching career and major exploration undergraduate classes
- Advised students on academic goals and intended majors; conducted academic advising

Old Dominion University, Career Management Center, Norfolk, VA

**Career Development Coordinator**, Fall 2009

- Served as co-instructor for undergraduate career course
- Advised students on various career development topics
- Provided staff support for university career and employment fairs

## Publications

Willett, B. (2012). Fostering Leadership Through Organizational Structure. *Journal of Case Studies in Education*, published online August 12, 2012

## Conference Presentations

"Whites' Attitudes Toward African Americans in an Ambiguous Situation." Presented at the Southern Sociological Society Annual Conference, Richmond, VA, April 2008

## Research

*Early Career Professional Development: A Model for Faculty Socialization*  
Florida State University, Fall 2012-Present

*Whites' Attitudes Toward African Americans in an Ambiguous Situation*  
Longwood University, Spring 2008

*The Effect of Distraction on Student Recall*  
Longwood University, Spring 2008

Assisted with a longitudinal study on attachment  
Longwood University, Fall 2007

**Professional Affiliations**

Text and Academic Authors Association, Association for Student Conduct Administration, Chi  
Sigma Iota, Phi Kappa Phi