



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

Old Dominion University (ODU) invites applications for the position of Associate Director in the Office of Student Conduct & Academic Integrity. The Associate Director will assume primary responsibility for the administration and management of the day-to-day operations of the student conduct system for nonacademic violations of the ODU Code of Student Conduct (available online at: (<http://ww2.odu.edu/ao/bov/manual/pdfs/1530.pdf>)). The Associate Director will provide training, consultation, and support for all Conduct Officers tasked with resolving alleged nonacademic violations of the Code; and will be the primary liaison to professional and graduate staff in Housing & Residence Life concerning student conduct issues. As a member of the unit's leadership team, the Associate Director will manage/represent the office in the Director's absence; serve as a Conduct Officer for academic and nonacademic violations of the Code of Student Conduct, supervise staff, and will be responsible for developing and implementing investigative, assessment, and conflict resolution initiatives on behalf of the office. This is a full-time, 12-month, administrative faculty position that 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
- Progressively responsible, full-time experience in student conduct administration, including past experience as a student conduct officer
- Knowledge of applicable legal issues and best practices related to student conduct & conflict resolution
- Exceptional oral and written communication skills
- Experience supervising graduate or professional staff
- Experience designing and facilitating staff training

Preferred Qualifications

- Experience and/or training in forms of alternative dispute resolution in a 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 studentconductsearch@odu.edu. Review of applications will begin March 11, 2013 and will continue until the position is filled. The start date will be June 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.

Rebecca Patt DiFranco

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EDUCATION

University of Maryland, *College Park, MD* *August 2005*
M.A. Educational Leadership and Policy, Higher Education Administration

Binghamton University, *Binghamton, NY* *May 2003*
B.S. Economics, Policy Analysis

Additional Coursework

George Mason University, *Fairfax, VA* *Spring 2012*
Abnormal Psychology, Department of Psychology (4.0/4.0)

AFFILIATIONS

Association of Threat Assessment Professionals (ATAP) *2011 - Present*

Association for Student Conduct Administration (ASCA) *2006 – Present*

American College Personnel Association (ACPA) *2002 – Present*

National Association of Student Personnel Administrators (NASPA) *2002 – Present*

PROFESSIONAL EXPERIENCE

GEORGE MASON UNIVERSITY (Fairfax, Virginia) *May 2007 – October 2012*

Director, Office of Student Support and Case Management *April 2011 – October 2012*

- Created operational foundation for **new office** to include mission, strategic planning and community presence
- Responsible for the overall development and oversight of the university's procedures for identification and management of students of concern
- Responded to new referrals regarding safety concerns, over all distributed campuses, for a population of 34,000 students
- Provided individualized assistance to faculty, students, staff, and family members following their referral of a student
- Oversaw case management across 20 non-clinical professionals, at all levels of the hierarchical case monitoring system
- Provided support and guidance to conduct and housing professionals assisting with case management
- Served as core member on the university's threat assessment team (highest monitoring level)
- Coordinated agenda, monitor status and provide primary case management for the threat assessment team
- Facilitated discussion, provide primary case management and oversight of all students within the second-tier monitoring team
- Conducted parental notifications in accordance with federal and state law
- Developed and fostered partnerships with off campus clinical treatment agencies
- Provided training and education on the processes addressing safety concerns
- Consulted with faculty who are managing challenging student situations
- Created and maintained a website that describes purpose, applicable procedures and offers resources to stakeholders
- Managed the implementation, and provided technological training in support, of the division's critical student incident protocol in partnership with the Office of Student Conduct and the Dean of Students Office

Director, Office of Student Conduct

January 2010 – April 2011

- Served as Interim Director while a national search was conducted
- Fulfilled all duties of an Associate Director during a fall 2010 national search
- Oversaw case resolution processes for 460 cases and 60 appeals, annually
- Served as hearing officer for over 100 conduct hearings and as (primary) appeals officer for over 30 hearing decisions
- Managed over 100 referrals of concern for students' safety and served as core member of threat assessment team
- Conducted parental notification after student's transport for mental health assessment
- Fostered relationships with Counseling and Psychological Services and the Office of Housing and Residence Life to best address the needs of the student of concern population
- Cultivated partnerships with central stakeholders in the research, creation, implementation, and continued expansion of educational outreach programs focused on citizenship development, healthy choices, and community behaviors
- Engaged the Judicial Affairs team in short-term strategic planning to provide continuing professional development and to maximize the exploration of diverse professional interests
- Oversaw office budget and advocated for [and received] increased allocations to support operations

Associate Director, Office of Student Conduct

April 2008 – July 2010

- Served as a hearing officer for over 200 cases of individual and group misconduct
- Maintained primary responsibility for addressing alleged sexual misconduct in partnership with Sexual Assault Services, University Police and the Office of Equity and Diversity Services
- Guided the response to over 130 students of concern by providing strategies for addressing behavior and coordinating student referrals to appropriate support services on and off campus
- Developed process to reintegrate, in the university, students who have previously taken leave to participate in treatment
- Provided leadership and support to academic units when addressing issues of student conduct and concern, including department-wide training for faculty and staff
- Addressed concerns of local community members regarding student behavior off campus
- Managed the redesign, content creation, and routine updates to the office’s website
- Participated in the recruitment, selection, training, and advising of the Community Adjudication Board
- Assisted in the production of departmental reports, statistical analyses, and assessments of behaviors addressed in the office

Assistant Director, Office of Student Conduct

May 2007 – April 2008

- Served as a hearing officer for higher-level violations, including incidents of alleged sexual misconduct
- Created and presented *Know the Code*, an outreach campaign designed to educate students on university policies
- Partnered with Mason’s Prince William campus to provide leadership and support in addressing student behavior
- Assisted with an integration of the Office of Judicial Affairs and the Office of Housing and Residence Life judicial systems
- Created and implemented an online appeal process
- Developed the Community Adjudication Board to include formalized training, reference manuals for use during hearings, and teambuilding opportunities
- Represented the department on several university-wide efforts including emerging concerns in Fraternity and Sorority Life, leadership education programming, new student/family orientation presentations and search committees for new employees
- Assisted with statistical analyses of reports created to inform the campus community behavioral trends

Office of Residence Life, Miami University (Oxford, Ohio)

First Year Advisor

July 2005 – May 2007

- Maintained primary responsibility for operations of a residence hall (approximately 230 first year and 15 upper-class residents) and shared on-call responsibilities for 36 residence halls and nearly 7200 students
- Acted as the primary academic advisor for 170 first year residents, including provision of significant support of academically at-risk students
- Selected, trained, supervised, evaluated, and promoted personal and professional development of 8 undergraduate Resident Assistants and 1 Graduate Assistant First Year Advisor
- Managed the joint hall council/resident assistant programming/living learning communities budget of \$5000
- Conducted judicial meetings with students and imposed administrative and developmental sanctions

Office of Student Conduct, University of Maryland (College Park, MD)

August 2003 – June 2005

General responsibilities included: conduct judicial meetings with students and impose sanctions, including suspension and expulsion; assist in the selection and training of the 100 student judiciary members; participate in the interview and selection process for graduate student staff positions; compile and analyze data for reports; participate in division committees

Campus Advocate, July 2004 – June 2005

Specific responsibilities included: advise and evaluate 16 undergraduate Community Advocates; coordinate the scheduling of Advocates for judicial hearings and assist with case preparation for approximately 100 hearings annually; prepare written appellate briefs on behalf of the office.

Coordinator for Education and Outreach, August 2003 – July 2004

Specific responsibilities included: guide the student judiciary in the development and implementation of a system of academic integrity education; present [over 100] classroom workshops on academic integrity; plan and coordinate both large- and small-scale educational programs for the campus community.

AWARDS

Made a Difference at Mason, University Life, George Mason University	2012
Demonstrating the University Life Core Value of <i>Foster Student Success</i> through Ongoing Collaboration Around and Reporting of Assessment Across the Division	2012
Made a Difference at Mason, University Life, George Mason University	2010
Phoenix Award, University Life, George Mason University	2008
Made a Difference at Mason, University Life, George Mason University	2007

SELECT PROFESSIONAL TRAINING

Assessment

Key Performance Indicators, StudentVoice webinar	March 2012
University Life Assessment Retreat, George Mason University	July 2011
StudentVoice World Tour Stop at University of Maryland, Student Voice	July 2010
An Introduction to Learning Outcomes Assessment in Student Conduct Systems, ASCA	March 2010
CAS Basics: A Training in Implementing a Program Review, StudentVoice webinar	November 2009
How to Write an Effective Learning Outcome Statement, StudentVoice webinar	October 2009
Designing an Assessment Project: From Start to Finish, StudentVoice webinar	October 2009

Behavioral Intervention & Threat Assessment

Advanced Threat Assessment & Management Academy, Gavin de Becker and Associates	October 2011
Autism Awareness Training, VA Criminal Justice Services	August 2011
Applied Suicide Intervention Skills Training, Campus Suicide Prevention Center of Virginia	June 2011
Advanced Threat Assessment Training for Higher Education, VA Criminal Justice Services	November 2010
Students w/Psychological Disabilities: Risk Mgt & Legal Liabilities, Academic Impressions	October 2010
Service Members and Veterans on Campus, Center for Deployment Psychology	May 2010
Guidelines for College Threat Assessment Team Training, VA Criminal Justice Services	April 2009

Student Conduct

Cyber Bullying on Campus: Preparation, Prevention & Policies, ASCA and ACUHO-I	March 2011
Ensuring Clery Act Compliance, Academic Impressions	January 2011
Gehring Academy for Student Conduct's Mediation Training	June 2010
Campus Sexual Misconduct, The OCR Perspective on Title IX Enforcement, NCHERM	March 2010
Best Practices in Sexual Misconduct Board Training, ASCA	February 2010
Gehring Academy for Student Conduct's Mid-Level Managers Institute, ASCA	June 2008
Gehring Academy for Student Conduct's Training Institute, ASCA	June 2007

RELATED EXPERIENCE

Cluster Facilitator , LeaderShape, Inc campus-based programs in Virginia and Ohio	May 2009, May 2006
Instructor (EDL 100) , Career Development and the College Student, Miami University	Spring 2007
Instructor (EDL 301) , Student Development in the Residence Halls, Miami University	Spring 2007, Spring 2006
Association Intern , National Association of Student Personnel Administrators	Spring 2005
Instructor (UNIV 108) , Career Development and Planning, University of Maryland	Spring 2004
Instructor (EDCP 108) , Career Planning and Decision Making, University of Maryland	Fall 2004
Graduate Student Representative , Senate Executive Committee, University of Maryland	2004 – 2005
President , Student Association, Binghamton University	2002 – 2003
Executive Vice President , Student Association, Binghamton University	2001 – 2002

SELECT TECHNOLOGY PROFICIENCIES

Windows OS 3.1 and above, MAC OS X v10.3 and above, Dreamweaver 4.0 and above, HTML 2.0, XHTML, Microsoft Office suite 2003 and above, Pave Systems software, Internet Native Banner, Oracle, Blackboard Learning Systems, Student Voice

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HIGHER EDUCATION EXPERIENCE

Associate Director for Student Conduct

Virginia Polytechnic Institute and State University

April 2008- Present

- Serve as the Chief Conduct Officer for residential misconduct and primary Student Conduct liaison to Housing and Residence Life.
- Provide daily case management, coordination and communication to Housing and Residence Life conduct officers.
- Review, charge, and assign conduct referrals to hearing officers and committees.
- Supervise and provide training/ on-going professional development to Housing and Residence Life conduct officers.
- Adjudicate individual student and student organization misconduct; issue sanctions including permanent dismissal.
- Represent Student Conduct in departmental, divisional, and university wide meetings/ committees in absence of the Director.
- Supervise a conduct coordinator and graduate student and provide functional supervision for an assistant director, case manager, office manager, and a conduct coordinator in the absence of the Director.
- Counsel individual students (both alleged offenders and victims) regarding their rights and responsibilities.
- Communicate with parents regarding matters related to their son or daughter's conduct incident and record in keeping with applicable university policies and state/federal laws.
- Foster positive working relationships with on and off campus community partners.
- Create and implement training sessions for a variety of departments across the university.
- Supervised and managed the daily operation of the office. (Prior to Fall 2012)
- Assisted with the coordination and administration of the university Interim Suspension process. (Prior to Fall 2012)
- Assisted with the University Threat Assessment Team by prepping weekly agendas, serving as a secondary team member, and following up on student intervention items. (Prior to Fall 2012)
- Served as a team member on the university's Care Team. (Prior to Fall 2012)
- Advised a Student Conduct Committee in hearing cases. (Prior to Fall 2012)
- Provided functional supervision for a full-time office manager, certified authorized disclosure of student's disciplinary histories, and assisted in the maintenance of conduct records. (Prior to Fall 2012)
- Assisted in the maintenance of conduct records in keeping with applicable university policies and state/federal laws.

Assistant Director for the Office of Judicial Affairs (Now Student Conduct)

Virginia Polytechnic Institute and State University

September 2006- April 2008

- Adjudicated individual student and student organization misconduct; issue sanctions including permanent dismissal.
- Represented the Office of Judicial Affairs in departmental, divisional, and university wide meetings/ committees.
- Supervised and trained a graduate student and 3-6 Residence Life Graduate Hearing Officers.
- Provided functional supervision for an assistant director, case manager, and two conduct coordinators when working on training projects.
- Counseled individual students (both alleged offenders and victims) regarding their rights and responsibilities.
- Fostered positive working relationships with on and off campus community partners.
- Served as a liaison to professional staff members in residence life by providing training and assistance as needed.
- Advised a Student Judicial Committee/ Greek Judicial Board in hearing cases.
- Created and implemented training sessions for a variety of departments across the university.
- Managed the judicial.vt.edu email account and coordinated alleged acceptable use policy/ misuse of university computer information system complaints.
- Assisted in the maintenance of conduct records in keeping with applicable university policies and state/ federal laws.
- Revised and coordinated the community service and CHOICES (Choosing Honorable Options In Challenging Environments and Situations) sanctions.
- Coordinated the recruitment and selection process for the Student Judicial Committees.

Assistant Director, Residence Life (now Housing and Residence Life)**Virginia Polytechnic Institute and State University****July 2003- Sept. 2006**

- Managed a 2,100 student residential community through the supervision of two Masters level Residence Life professionals, three Graduate Hall Directors, a Graduate Advisor, and 53 undergraduate staff members.
- Supervised a full time Area Office Manager who was responsible for student billing, occupancy management, judicial data entry, key control, and various administrative processes.
- Assisted with departmental occupancy management by coordinating area roster verifications, aided the Area Office Manager with room changes when needed, and approved special occupancy requests.
- Enforced and adjudicated student conduct violations by acting as a judicial case manager for the Summit Community, facilitated student conduct hearings up to Deferred Suspension level cases, assisted hearing officers with case management and sanction assignment, and served as a co-hearing officer for abusive conduct cases.
- Responded to student behavior and crisis incidents through follow-up meetings, mediated student conflict, provided counseling and referrals to students in need, and fulfilled on-call responsibilities for a 9,000+ on-campus population.
- Led a ten person committee to create, plan, and implement a two-week training curriculum for 250 student staff Residence Life paraprofessionals (Graduate Hall Directors, Graduate Assistants, Undergraduate Hall Directors, House Supervisors, Resident Advisor Coordinators, and Resident Advisors).
- Assisted with departmental strategic planning, policy creation, procedure implementation, and staff allocations.
- Instructed credit-bearing course for first semester Resident Advisors.
- Served as the Residence Life liaison to the Athletics and Residential Maintenance departments.
- Provided supervision for the creation and revision of the Residence Life student staff manual.
- Formulated and executed the Fall Training and Leadership Workshop program logistics (organized training schedule details, managed staff meals, and arranged staff arrival data).

Area Coordinator, Residence Education (now Assistant Director, Housing and Residence Life)**Virginia Polytechnic Institute and State University****July 2001- June 2003**

- Advised the Residence Hall Federation's Executive Board and Board of Directors.
- Served as the Hall Director for Virginia Tech's Residential Honor's Community (Hillcrest Hall).
- Supervised a Community Director who was responsible for a community of 18 fraternity/ sorority houses and 615 residents.
- Provided supervision and training to a full-time professional Residence Director, Graduate Advisor, Head Resident Advisor, two-three Resident Advisors, and 18 Fraternity and Sorority House Managers.
- Enforced University and departmental policies by managing the response to student and organization violations of university policy and served as a university judicial officer.
- Co-created legislative pieces for the Residence Hall Federation, including the residence hall no smoking policy.
- Approved expenditures of a \$100,000 budget, assisted in the negotiations of several local and national vendor contracts, provided support in the management of a \$65,000 fundraising program, and participated in the creation of the Residence Hall Federation budget.
- Assisted with the planning and implementation of the Residence Hall Federation and Hall Council election process, Hokie Halloween Community Service event, and Parent's Weekend Casino Night charity program.
- Co-planned, implemented, and advised a three day leadership conference for 200+ newly elected residence hall (RHF and hall council) leaders, advisors, and professional staff members.
- Co-created, advised, and presented at a day-long winter leadership retreat that focused on organization recruitment, retention, motivation, and leadership training skills for group members.
- Provided appropriate counseling, mediation, and referral for individual students when needed.
- Fulfilled on-call responsibilities and crisis management for 9,000+ on-campus residents.
- Served as a member of the Fall Training and Leadership Workshop Planning and Curriculum committee.
- Instructed credit-bearing course for first semester Resident Advisors.
- Advised the 2003 Virginia Association of Colleges and University Residence Halls (VACURH) Conference Bid Team and VACURH State Conference Committee.

**Residence Director, Residence Education (now Residential Learning Coordinator, Housing and Residence Life)
Virginia Polytechnic Institute and State University** **July 2000-July 2001**

- Coordinated the daily administration and management of an 895-student co-ed residence hall.
- Selected, trained, evaluated, and supervised a graduate Assistant Residence Director, 19 undergraduate Resident Advisors, 40+ Night Monitors, five Fitness Monitors, and six Resident Computer Consultants.
- Served as a conflict mediator, informal student counselor, and university judicial hearing officer.
- Supervised an additional Graduate Hall Director, and indirectly supervised the management of a 408-student Residence Hall and 11 Resident Advisors. (Spring 2001)
- Maintained the staff development account, conducted weekly Area staff meetings, and served as a university judicial hearing officer for the Summit community. (Spring 2001)
- Managed Night Monitor payroll, programming budget, and staff development/ recognition accounts.
- Collaborated with the Housekeeping, Maintenance, and Assignments areas to oversee room occupancy, maintain building housekeeping and maintenance issues, and ensure a safe and clean environment.
- Coordinated the annual Peer Evaluation and Staff Evaluation process for Residence Education.
- Served as a community resource for parental concerns, crisis management follow-up, and behavior intervention.
- Fulfilled crisis management and campus emergency on-call responsibilities for 9,000+ on-campus residents.

**Assistant Director, Student Organizations and Leadership Development
Gannon University**

August 1998-July 2000

- Advised the Panhellenic and Interfraternity Councils, and served as the university liaison to the fraternity and sorority system (six national fraternities and six national sororities) on a daily basis.
- Informed the university of Greek Life concerns and promoted compliance of policies between the University, National offices, and local chapters.
- Maintained chapter statistics regarding academics, community service hours, member involvement, and recruitment for the annual report and Greek Awards program.
- Advised the Student Government Association, and assisted with leadership development, program implementation, organization management, and a \$70,000+ budget on a daily basis.
- Contributed to the implementation of the annual Senior Awards program, Budget and Finance committee, Panhellenic Formal Recruitment, Greek Week, and New Member Workshop.
- Advised B.A.C.C.H.U.S. (Boosting Alcohol Consciousness Concerning the Health of University Students) members in creating programming initiatives and alcohol awareness campaigns.
- Assisted in the planning and implementation of several P.R.O.M.I.S.E. (Promoting Responsible Ongoing Management In Social Environments) alternative programs for high-risk occasions.
- Co-planned and implemented social programs for new students during the first six weeks of the year.
- Planned, implemented, and facilitated a 3- day leadership retreat for 40 executive board, class and functional reps.
- Co-planned and advised the annual leadership conference focusing on leadership development training.
- Planned and implemented a day long workshop for new members of the fraternity and sorority community that emphasized values clarification, hazing, building healthy relationships, and risk management policies and practices
- Oversaw the design and distribution of all publications related to Greek Life and Student Government.

EDUCATION

Educational Specialist, Higher Education

Anticipated December 2013

Collaborative Community Leadership Certificate, Agricultural and Extension Education

Virginia Polytechnic Institute and State University, Blacksburg, VA

Master of Arts, Higher Education and Student Administration

May 2001

Virginia Polytechnic Institute and State University, Blacksburg, VA

Bachelor of Science, Psychology

May 1996

Longwood University, Farmville, VA

UNIVERSITY AND DIVISION OF STUDENT AFFAIRS PARTICIPATION

University and Division of Student Affairs

- Fraternity and Sorority Life Awards Committee Task Force- Member Spring 2013
- Division of Student Affairs Leadership Circle: Associate Directors- Co-Chair Fall 2012- Present
- Hokie Handbook Review Committee- Chair/ Co-Chair Fall 10-Spring 11/ Fall 12-Present
- Epsilon Chi chapter of Phi Kappa Tau Fraternity- Advisor Fall 2009-Present
- Aspirations for Student Learning- Self-Understanding & Integrity Committee Fall 2011-Summer 2012
- Services for Students with Disabilities Program Review Committee- Member Spring 2012
- Standards for Greek Excellence awards- Judge Springs 2007- 2012
- Hokie Handbook Review Committee- Member Fall 2008-Spring 2010
- Virginia Tech Police Department Faculty Police Academy- Participant Summer 2010
- Division of Student Affairs' Awards Committee- Chair Fall 2009
- Alcohol Task Force Implementation Committee- Member Spring 2009
- Commission on Student Affairs- DSA Representative Fall 2008- Spring 2009
- Division of Student Affairs' Diversity Committee- Member Fall 2007-Fall 2009
- Women's Center Review Committee- Member Spring 2008
- Judicial Affairs Program Review Committee- Member Fall 2007-Spring 2008
- Alan Baird Award Committee- Member Spring 2005
- N. Laurence Robertson Emerging Professional Award Committee- Member Spring 2005 and 2006

Search and Selection Committees

- Assistant Director for Housing and Residence Life search committee - Chair Spring 2013
- Threat Assessment Team Coordinator search committee- Member Summer 2011
- Judicial Coordinator search committee- Chair Spring 2009
- Assistant Dean of Students search committee- Member Spring 2009
- Assistant Director for the Office of Judicial Affairs search committee- Chair Spring 2008
- Dean of Students search committee- Member Spring 2007
- Director for Fraternity and Sorority Life search committee – Member Spring 2007
- Assistant Director for Fraternity and Sorority Life search committee- Member Spring 2007
- Housing and Residence Life Complex Director, Area Coordinator, and Assistant Coordinator search committees- Chair/ Co-Chair Fall 2003- Spring 2006
- Area Coordinator search committee- Co-Chair Fall 2003- Summer 2006
- Assistant Director for Judicial Affairs search committee- Member Spring 2002
- Coordinator for Theme Housing Programs search committee- Co-Chair Spring 2001

AWARDS, HONORS, AND CERTIFICATIONS

- Mental Health First Aid- Certified Responder Fall 2012
- Clery Act Training Spring 2011
- Mentors in Violence Prevention (MVP)- Certified Assistant Facilitator Fall 2011
- Customer Service Certification Program Fall 2008
- Residence Life VIP (Values in Place) Award May 2005 and May 2006
- Lynne M. Sponaule-Crosby Award Spring 2004 and 2005
- SAACURH Advisor of the Year 2002-2003
- Advisor Recognition and Training (ART) Certified Spring 2003
- Applied Suicide Intervention Skills Training (ASIST) Certificate of Completion January 2002
- Virginia Tech NRHH General Professional Advisor of the Year 2001-2002
- Virginia Tech NRHH Professional Advisor of the Year 2000-2001
- Apple Polishing Award, Gannon University- Presented by ΦΣΣ and ΑΣΤ Spring 1999

SELECT ACADEMIC AND PROFESSIONAL DEVELOPMENT

Professional (Selected)

- ASCA Webinar: Campus Conflict & Conflict Management through a Social and Restorative Justice Lens - Registered Participant Spring 2013
- Leader as Coach Workshop- Registered Participant Spring 2013
- Understanding Ourselves and Our Multicultural Conflict Dynamics - Registered Participant Spring 2013
- Threat Management Team Review Training Video Replay- Participant Summer 2011
- Webinar/discussion: Students with Autism/ Aspergers Case by Case- Participant Spring 2011
- 5th Annual North Carolina Higher Education Safety Webinar & Symposium and FERPA Update and Overview Training- Participant Spring 2011
- Pre-Conference Co-Presenter (ASCA)- Mentor and Service-Learning Sanctions: Creating an Adaptation and Implementation Plan- Tampa, FL Spring 2011
- Primary Aggressor: Abusive Conduct and Relationship Training- Participant Spring 2010
- "Threat Assessment: Identifying and Referring At-Risk Persons" - Participant Spring 2010
- ACPA Annual Convention & NASPA Annual Conference - Program Reviewer Fall 2010
- "The Critical Role of Faculty and Staff in Identifying Threats and Preventing Campus Violence" – Participant Spring 2010

Academic (Selected)

- Leadership in a Global Society Spring 2013
- Persuasion & Social Influence Fall 2012
- Crisis and Issue Management Spring 2012
- Internship in Education: VT Threat Assessment Team Summer 2011
- Leadership Diverse Context Summer 2010
- State Role in Education Summer 2010
- Staffing Practices in Education Summer 2009

PROFESSIONAL REFERENCES

Angela Simmons

Director, Student Conduct, Virginia Tech
 141 New Hall West, Blacksburg, VA 24061-0428
 540.231.3790, simmons1@vt.edu
Relationship: Current Supervisor

Frances Keene

Chief of Operations and Deputy to the Associate Vice President, Virginia Tech
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Relationship: Former Supervisor

Larry Robertson

Dean of Students, Longwood University
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Relationship: Former Supervisor

Jamie Penven

Associate Director, Housing and Residence Life, Virginia Tech
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 540.231.8055, jpenven@vt.edu
Relationship: Former Supervisor

Erin Bunton

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EDUCATION

Master of Science in Education in Higher Education, Student Affairs
Old Dominion University

Bachelor of Arts in Sociology
Bradley University

HIGHER EDUCATION EXPERIENCE

Interim Assistant Director
Old Dominion University

Student Conduct & Academic Integrity
June 2011-Present

- Provide training and oversight of graduate and professional student conduct officers
- Manage and customize Maxient, the student conduct database
- Develop education initiatives for the campus community including Advisor Program, which engages faculty, staff, and students in the student conduct process
- Provide leadership and support for all aspects of the student conduct system and the Office of Student Conduct & Academic Integrity
- Coordinate outreach, education, and training for the University community
- Supervise two Graduate Assistants and a Graduate Intern (interns vary by semester)
- Resolve alleged violations of the Code of Student Conduct as a Hearing Officer for academic and non-academic cases

Student Conduct Specialist and Academic Integrity Liaison
University of Texas at Austin

Student Judicial Services
August 2010-May 2011

- Adjudicated and investigated alleged violations of student misconduct
- Developed and maintained relationships with academic affairs, faculty, and student groups focused on academic integrity
- Assisted with: data gathering and creation of Annual Report and Clery Report; oversight and advisement of Student Conduct Advisory Committee; piloting of new conduct database
- Served as a student conduct resource on the Investigation Team and *Institutional Rules Review* Committee

Student Conflict Resolution Coordinator
University of Michigan

Office of Student Conflict Resolution
August 2009-April 2010 (Term-Limited)

- Managed and monitored student conduct cases according to the *Statement of Student Rights and Responsibilities*
- Facilitated formal conflict resolution process, including student interviews and complaint reviews
- Created educational measures that align with desired student outcomes and departmental goals
- Partnered with Residence Education to train residence hall staff on conflict and conflict management
- Supervised Graduate Intern and Undergraduate Intern in oversight of Advisory Board

Student Conduct Assistant
Old Dominion University

Office of Student Judicial Affairs
May 2009-June 2009

- Met with students accused of academic dishonesty to discuss allegations and transcript notation
- Led record destruction and maintenance for student disciplinary files

Graduate Assistant
Old Dominion University

Office of Student Judicial Affairs
May 2008-May 2009

- Conducted pre-hearings to resolve allegations of misconduct and assign sanctions
- Monitored completion of sanctions assigned to students involved in the conduct process
- Created and revised department publications
- Co-advised Honor Council, a student group that educates the campus community about academic integrity

COMMITTEE PARTICIPATION & VOLUNTEERISM

Alpha Chi Omega Chapter Programming Specialist, Spring 2011-Fall 2012
 Student Activities Council Professional Development Series Speaker, Fall 2012
 Fraternity & Sorority Leadership Institute Facilitator, 2012
 Rally Duty Committee, Fall 2010-Summer 2011
 Graduate Assistant Development Committee, Fall 2010-Summer 2011
 Hazing Investigation Committee, Fall 2010-Summer 2011
 Safe Space Committee, Fall 2007-Spring 2009, Fall 2011-present
 Go Green Committee, Fall 2007-Spring 2009
 Associate Director of Intercultural Initiatives Search Committee, Fall/Spring 2008-2009
 Associate Director of Housing and Residence Life Search Committee, Summer/Fall 2008
 AmeriCorps Promise Fellow, Northeastern University, Boston, MA 2004-2005

PROFESSIONAL DEVELOPMENT

Threat Assessment and Management Seminar by Gavin de Becker & Associates, 2012
 Clery Act Training, Dolores Stafford, 2011
 Donald D. Gehring Academy for Student Conduct Administration (Mid-Level Managers Track), 2011
 Developing Youth Peacemakers, Virginia Conflict Resolution Center, 2011
 Social Justice Mediation Training, University of Michigan, 2009
 Motivational Interview Training, University of Michigan, 2009
 Association of Student Conduct Professionals (ASCA, formerly ASJA) Member, 2009-present
 Conflict Resolution Committee, 2013-present
 Academic Integrity Member Interest Council (MIC) Chair, 2011- 2013
 Circuit 5 Webmaster, 2010- 2011
 Circuit 6 Webmaster/Twitter Administrator, 2010
 College Student Educators International (ACPA) Member, 2007-2009
 Higher Education Student Association (HESA), Member, 2007-2009
 President, 2008- 2009
 Vice President, 2008
 Mediation Training, basic training for Supreme Court of Virginia certification, 2008
 Global Certificate Program, training to understand and serve international students and scholars, 2007-2008
 Casa Myrna Vasquez, multi-cultural domestic violence services training, 2005
 Commonwealth Legislative Seminar, legislative/state budget training for diverse community leaders in MA, 2005

PRESENTATIONS

Pre-Conference Coordinator (full day session), "Academic Integrity Pre-Conference for Practitioners," ASCA 2013
 Presenter, "Policy and Code Development," ASCA Academic Integrity Pre-Conference for Practitioners 2013
 Presenter, "Academic Dishonesty and Technology Case Studies," ASCA Annual Conference 2013
 Presenter, "When Online Conduct Becomes a Student Conduct Issue," #NASPAtech Student Affairs Technology Conference 2012
 Speaker, "Things to Know for Your First Job in Student Conduct/Student Affairs," ASCA Webinar 2012
 Coordinator, Academic Integrity Roundtable, ASCA Annual Conference 2012
 Presenter, "Creating an Online Coffee House: Successes and Challenges," ACPA National Conference, 2009
 Poster Session, "Avant-Garde Virtual Worlds in Student Services," Sloan-C, 2009