

Douglas R. Howell

Residential Life
Indiana State University
Terre Haute, Indiana

My name is Doug Howell, and I have been exploring ways to leverage my extensive experience with college students and housing operations. I was delighted to see that Indiana State is currently looking for an Associate Director for Business Operations. You will see from my résumé that I have worked with students, faculty and staff in a number of capacities at various universities. In looking at your position description, I am excited by the possibilities to not only use my experience but also hone my practice within residence life and students affairs.

I have always had a strong desire to help people. After only a few short weeks living on campus as an undergraduate student I realized I had a passion for helping college students, and working in on-campus housing. During the summers at Eastern Illinois University I enjoyed my work with summer camps and conference and learned many great insights assisting the director. In my most recent position I was responsible for housing contracts and assignments, and was the primary point person for related questions, concerns and customer service issues. I am very comfortable with project oversight and management in a fast-paced environment. I am a meticulous person who thrives on making improvements, and have been fortunate to manage many different types of processes and events, such as:

- developing an online housing contract process in order to eliminate paper contracts,
- recruiting, selection and onboarding process for entry level professionals in Residence Life,
- increasing diverse and underrepresented students within the Resident Assistant application process,
- designing and deploying various housing marketing and informational material
- presenting on numerous topics to groups of 15-150, including working with Greek chapters.

In addition, my workload often had me doing several projects concurrently. I am not afraid to dedicate the time necessary for the requirements of this position. I am flexible, comfortable with ambiguity, and I understand the importance of meaningful staff supervision, having done that for many years. I am just as comfortable working on a team as I am working independently. I also genuinely enjoy getting to know people one-on-one, and will endeavour to personally meet and get to know as many staff and stakeholders as possible. I am confident my background in residence life and housing operations, coupled with my general work ethic will be a great fit for this position. Thank you for reviewing my application.

[Redacted Signature Block]