

# Josh Lemieux

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*"Always see the best in others, even if they can't see it themselves."*

-Sebastian Thornton

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## EDUCATION

- Saint Joseph's College, Rensselaer, IN** July 2016
- Master of Business Administration
- Ball State University, Muncie, IN** December 2011
- Bachelor of Arts in Telecommunications: Sales and Promotions
  - Minors in French and Communication Studies

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## PROFESSIONAL EXPERIENCE

- Purdue University Northwest, Hammond, IN** June 2017 – Present
- Housing Operations Coordinator**
- Transitioned the Priority Placement Process for returning residents to a completely online format as well as planned and managed the Assignments Process for new residents on the new online format through the StarRez system
  - Served in the capacity of Hall Director handling all conduct cases and resident concerns, as well as supervised all student staff in the building and served on the Senior Staff duty rotation
  - Assisted with student staff training and resident programming for all communities including the Graduate wing and Honor's College Living Learning Community
  - Supervised 1 graduate student, 20 paraprofessionals, and 7 professional staff members
  - Forecasted the occupancy of all facilities and managed wait lists as needed
  - Organized and ran summer operations for camps and other summer guests of the university
  - Oversaw, investigate and respond to all damage billing appeals
  - Managed all marketing communication efforts to internal/external constituents in relation to residing in the University Village community
  - Advised student organizations including Residence Hall Association, National Residence Hall Honorary, Lego User Group, and Spectrum
  - Supported other department initiatives as a committee member including sitting on several search committees during the hiring process
- Saint Joseph's College, Rensselaer, IN** February 2015 – June 2017
- Residence Life Coordinator**
- Designed, implemented, and assessed department initiatives including the Residence Life 5-year strategic plan including a master plan to renovate, refurbish and replace furniture in all residence halls and other capital improvement projects
  - Facilitated operations of all 10 residence halls including suite, communal, and apartment style communities housing 600 to 700 residents
  - Hired, trained, supervised and evaluated 28 Resident Assistants, 4 Head Resident Assistants, 2 Residence Life Coordinators, and 4 Student Development Desk and Switchboard Assistants
  - Implemented, developed, and wrote policies and procedures related to student conduct, organizations, student employment, and ADA accommodations
  - Used a needs based model to develop and manage a daily departmental operational budget of over \$372,000 with additional funds for various capital improvement projects
  - Served as a member of the campus response team for campus wide emergencies, student crisis situations and Student Support Team
  - Taught a credit bearing course for New Student Orientation required for all new students
  - Collaborated with multiple departments on new undergraduate and graduate student orientation programs, housing application and retention concerns

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**Saint Joseph's College, Rensselaer, IN**

February 2015 – June 2017

**Residence Life Coordinator**

- Established a Residential Curriculum to support the mission and vision of Saint Joseph's College
- Created Friday Night Programming as an alternative option and retention effort
- Advised multiple student organizations including Student Association
- Managed correspondences, record keeping and other communications for the Student Development Department and Department of Residence Life
- Served on both institutional and departmental committees including the Financial Advisory Committee, Institutional Strategic Committee, several search committees and chaired the Residence Life Coordinator search committee
- Developed a Safe Zone Training each semester in collaboration with Campus Ministry and Counseling Services, yielding 132 Ally Agreements during the 2 years of existence
- Adjudicated student conduct cases

**Andrew College, Cuthbert, GA**

September 2013 – February 2015

**Director of Residence Life/ Residence Hall Director**

- Participated in departmental decision-making, strategic planning, and procedure/policy development
- Managed a residence life program of over 300 students in 4 suite style residence halls
- Hired, trained, supervised and evaluated 3 full time Hall Directors and 25 Resident Assistants
- Developed and maintained excellent working relationships with Student Services and Academics to enhance student success and development
- Oversaw \$12,800 departmental budget; revised expenditures priorities as required
- Created semi-annual department trainings and RA manual
- Provided crisis management for campus; served as a team leader for the Emergency Action Plan
- Adjudicated student conduct cases in educationally based sanction system
- Created a recycling program and implemented energy savings initiatives in the residence halls including a community garden

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### **RELATED EXPERIENCE**

**Crossroads of America Council, Boy Scouts of America, Indianapolis, IN**

May 2012 – July 2013

**Popcorn Fundraising Specialist**

- Prepared the council's annual \$4.1 million popcorn fundraiser
- Assisted 92 new and returning Scout units with improving their popcorn fundraising sales
- Published a bi-weekly newsletter to keep volunteers and key stakeholders informed during the fundraising season
- Planned and implemented programs to assist Scouts and units with fundraising including how to finance their entire Scouting year through popcorn sales
- Chaired a committee of 15 volunteers who assisted with preparing council wide trainings
- Petitioned multiple businesses to purchase excess product as corporate gifts or to donate money to send the excess product to the Army National Guard of Indiana; amount sent to the Army National Guard of Indiana totaled \$161,250 or approximately 16,000 packages of popcorn
- Established an awards incentive for Scouts to work on various Merit Badges and Belt Loops to further incentivize the units to participate

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### **ADDITIONAL TRAININGS, SKILLS AND CERTIFICATIONS**

- Marketing & Communications Committee Member for GLACUHO, 2016, 2017, & 2018
- Proficient in Microsoft Office Suite, Maxient, Empower, Blackboard, Banner, StarRez, Skyfactor Mapworks, and Moodle