

Timothy J. Mulligan II

Education:

University of Kansas

Master of Science in Education in Higher Education Administration

*Lawrence, KS
Expected May 2018*

Ferris State University

Bachelor of Science in Hotel Management

Associate Degree in Restaurant Management

Minor Degree in Human Resource Management

*Big Rapids, MI
May 2016
May 2016
May 2016*

Housing Experience:

Assistant Complex Director

*July 2016 – present
Lawrence, KS*

- Supervise twelve resident assistants
- Execute department residential curriculum including one active and passive program each month
- Facilitate training of new and returning Resident Assistants
- Adjudicate student conduct as a University and Housing Administrative Hearing Officer
- Respond to student mental health crises and medical and facilities related emergencies
- Assist Complex Director in periods of opening and closing
- Serve in a weekly duty rotation for more than 1,200 residents
- Lead weekly staff meetings consisting of professional development and training sessions
- Co-advise Hall Government consisting of eight executive board members
- Organize and maintain programming, hall council, and staff development budgets totaling \$12,604

Indiana State University Summer Housing Graduate Intern

*May 2017 – July 2017
Terre Haute, IN*

- Supervised six resident assistants
- Managed front desk operations including mail and payroll approval
- Served in an all campus on call duty rotation for one week for more than 150 residents and guests
- Utilized housing management software Starrez to coordinate summer check-ins and check-outs
- Provided hospitality service for the Special Olympics summer games weekend

Senior Resident Advisor

*August 2014 – May 2016
Big Rapids, MI*

- Led a community of 28 residents through programming, advising, and problem solving
- Provided monthly programming to promote the growth of residents
- Developed and sustained program tracker Resident Advisors
- Served on the Recruitment and Selection Committee for undergraduate staff
- Organized and maintained a programming budget of \$4,574.38 for one academic year

Summer Camp Assistant

*May 2015 – August 2015
Big Rapids, MI*

- Served in nightly duty rounds of Summer Camp buildings
- Aided in check-in and check-out procedures for summer camps of up to 500 guests
- Supported New Student Orientation by answering housing questions and helping students sign contracts

Committee Experience:

Undergraduate Recruitment Committee

*August 2017 – present
Lawrence, KS*

- Update applicant interview processes
- Revise recruitment materials and position descriptions
- Develop undergraduate interview processes for more than 200 applicants

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Kansas Association of Resident Assistants Conference Planning Committee

*September 2017 – present
Lawrence, KS*

- Co-chair Case Study Competition
- Co-chair Parking and Transportation
- Collaborate on Guidebook implementation

The Placement Exchange Onsite Intern: Employer Development Committee

*January 2017 – April 2017
San Antonio, TX*

- Attended weekly committee meetings to discuss details leading up to and after TPE
- Monitored employer work room providing services and answering questions
- Delivered employer mail to candidates

Residential Curriculum Committee

*October 2016 – May 2017
Lawrence, KS*

- Created a lesson plan focusing on Women's History Month
- Assessed current effectiveness of the Residential Curriculum
- Developed new curriculum based on student and staff feedback
- Trained student staff and fellow graduate staff on implementing curriculum

Additional Experiences:

The Placement Exchange Campus Ambassador

*September 2016 – April 2017
Lawrence, KS*

- Participated in monthly ambassador meetings
- Served as graduate liaison in GradtoPro Bootcamp (Professional Development Series)
- Generated informational tools to disperse relevant TPE information to candidates
- Answered questions in regards to TPE offerings
- Promoted TPE webinars

Diverse Sexuality and Gender Alliance – Executive Board Member

*August 2013 – May 2016
Big Rapids, MI*

- Organized and maintained the organization's budget of \$1020.53
- Allocated funding to cover costs of conference and programmatic expenses
- Recorded official meeting minutes
- Recorded Executive Board minutes

Michigan Organization of Residence Hall Associations – Associate Director of Records

*August 2013 – May 2015
Big Rapids, MI*

- Recorded official business meeting and conference minutes
- Organized and maintained a budget of \$5,946.64 for each fiscal year
- Chair for the Philanthropy Committee
- Prepared and implemented a Winter Business Meeting for the Association

Awards and Certifications:

University of Kansas Kenneth L. Stoner Chapter of NRHH: Advisor of the Year

April 2017

University of Kansas Student Conduct Mini-Course: Certificate

February 2017

Mental Health First Aid USA Certification (valid through August 2019)

August 2017

Ferris State University: Resident Advisor of the Year

May 2015

Conference Experience:

Michael Tilford Conference on Diversity and Multiculturalism–Delegate

November 2017

Midwest Bisexual Lesbian Gay Transgender Ally College Conference–Delegate

February 2014, 2015, 2016, 2017

Upper Midwest Region–ACUHO Annual Conference–Delegate

November 2016

Great Lakes Affiliate of College and University Residence Halls–Delegate

November 2014, October 2015

Michigan Organization of Residence Hall Associations–Board Member

February 2014, 2015