

Nathan L. Friesema

Professional Work Experience

Director of Residence Life and Student Conduct, July 2017 - Present

Elmira College, Elmira, NY, July 2016 – Present

- Skillfully manage the adjudication of student conduct by providing leadership and training to all entities involved in the system, and develop thorough learning outcomes and restorative practices to better educate and develop students
- Strategically track student conduct information through MAXIENT and adjudicate conduct and Title IX hearings
- Provide regular updates to the Student Code of Conduct using relevant case law, recent government-passed law, best practices, and student development methodologies to guide additional policy development
- Instruct students in a “Conduct Systems” class and offer regular trainings for Conduct Hearing Board members
- Chair the Conduct Board, investigate Title IX cases when needed, and co-plan training for other investigators
- Serve as senior housing administrator responsible for the administration and management of a complex housing program that accommodates up to 1,250 students living in a variety of housing configurations
- Annually train students on topics such as hazing, restorative justice, alcohol use/abuse, Title IX, and EIE
- Collaborate with the Title IX Coordinator to publish Clery Reports, institutional assessment, and EIE audits
- Successfully oversee operations of the Office of Residence Life in the same capacity as I had previously

Director of Residence Life, July 2016 - 2017

- Supervise the selection, training, and development of 4 professional staff members and 40 paraprofessional staff
- Plan and maintain budget processes to ensure a fiscally-sound housing system, including debt management
- Evaluate and assess college housing occupancy, retention, billing, and projection numbers and trends
- Develop and sustain residential communities that utilize best practices in student engagement and academic success
- Partner with faculty to create a residential community that supports the educational goals of the institution
- Give vision and direction for programming initiatives through the implementation of an outcome and need-based programming model designed to better track assessment and meet retention initiatives
- Strategize and document assessment initiatives to meet and exceed accreditation requirements
- Coordinate complete operation of summer conference housing programs
- Represent the College at open houses, orientations, summer registrations, and Spring visit events
- Operate a single-party on-call system, advising staff or responding to emergency and conduct-related situations
- Co-Supervise the student and faculty keycard access system, and maintain residence hall room key systems
- Generate budget proposals for renovation projects, furniture acquisitions, and estimated damage repair costs
- Serve as the project manager for renovation projects and liaison to all construction projects
- Update and revise professional and student staff handbooks and manuals
- Conduct weekly meetings and provide professional development opportunities for staff

Residence Coordinator

Holy Family University, Philadelphia, PA, July 2015 – June 2016

- Oversaw complete operations of campus residence halls and staff while Director was on leave
- Created and implemented new residence life programming model designed to track assessment
- Expertly handled on-call and emergency situations while serving in an on-call rotation
- Adjudicated student handbook code of conduct policy violations
- Developed inclusive communities in traditional, suite-style, and apartment-style residence halls
- Designed and conducted graduate assistant and paraprofessional staff summer training
- Collaborated with maintenance staff to complete work orders, snow removal, and general upkeep
- Effectively worked with a wide range of constituencies in a diverse community
- Facilitated student transition into productive and active members of their community
- Professionally represented the University at open house, orientation, and conference functions

Sales Consultant

Euro Optic Ltd., Montoursville, PA, December 2014 – July 2015

- Maximized sales and profits through effective marketing and sales strategies
- Instructed in-depth, on-site training courses for 1st and 3rd-party clientele
- Researched and developed effective international and domestic marketing and sales campaigns
- Ensured constant operation of company websites through technical design and administration
- Investigated fraudulent orders, issues of bank charge-backs, and stolen materials or products
- Coordinated shipping and logistical information with vendors, customers, and freight carriers

Complex Director

Centenary University, Hackettstown, NJ, July 2013 – December 2014

- Worked with the First Year Experience program to plan student move-in and orientation, and teach transition courses
- Generated and implemented a successful new process for on-campus housing selection
- Supervised and facilitated the development of 10 paraprofessional staff members
- Ensured the safety, well-being, and development of 400 students in multiple residence halls
- Acted as Hearing Officer in student conduct referrals
- Served in an on-call capacity, responding to student behavior issues and emergency situations
- Facilitated selection, training, development, and evaluation of student staff members
- Managed operational aspects of assigned residence halls including maintenance and hall budget
- Advised/supported student issues of academic success and identity/interpersonal development
- Provided initial counseling for students; referred to professional counselors as appropriate

Community Assistant

Bloomsburg University of Pennsylvania, Bloomsburg, PA, August 2011- May 2013

- Responsible for policy enforcement, conflict resolution, and diversity issues in residence halls
- Produced social, recreational, educational, and cultural activities/programs for campus residents

Tutor Mentor

TRIO Upward Bound Summer Academy, Bloomsburg, PA, Summers 2011 and 2012

- Planned and instructed academic and recreational education courses
- Taught social skills, life lessons, diversity issues and cultural awareness to youth

Applicable Skills

Proficient in using all Microsoft Office programs, including Word, Excel, and PowerPoint

Skilled in using MAXIENT, Jenzabar EX, CAMS, StarRez, BANNER, and Ellucian data management systems

Competent in using Onity, S2, KABA, Winpak, and One Card key-encoding and key-printing software

Experienced in the use of MAP-Works and several home-grown student assessment software systems

Professional Certifications and Trainings

ASCA Gehring Academy, Student Conduct Director track, July 2017

Jeanne Clery Act Training Seminar, March, 2017 & March, 2018

ATIXA Civil Rights Investigator Certification Course Title IX Training Levels 1-5 January, 2017 – June 2018

The NCCPS Trauma-Informed Sexual Assault and Adjudication Institute, October, 2016

NCHERM Title IX & sexual misconduct investigation and judicial processes, March, 2016

Training for Intervention Procedures (TIPS) certification, 2013-Present

Education

Master of Arts, Leadership and Public Administration, 2015

Centenary University, Hackettstown, NJ

Bachelor of Arts, Communication Studies, 2013

Bloomsburg University of Pennsylvania, Bloomsburg, PA