

Douglas R. Howell

Summary

Devoted student affairs professional with in-depth experience in a residential university setting engaging with scores of students, parents and key faculty and staff. Adaptable and organized, with great attention to detail, having successfully designed and implemented various large scale events, presentations and processes, including staff recruitment and selection, housing contacting and assignment processes, and the fall move-in process. Advocate for underrepresented students, social justice and diversity issues. Adept, able to work independently and in teams. Driven by a sincere desire for steady and meaningful improvement.

Skills

- Process evaluation and improvement
- Strong presentation skills
- Effective communication to various constituencies
- Broad understanding of the residential university
- Builds productive working relationships
- Efficient multi-tasking and time management

Professional Experience

Associate Director for Residence Life

Butler University | 2010-2018

- Oversaw housing contracting and assignments for a 2,400 student capacity housing system consisting of first-year themed housing, sophomore housing and apartment options for junior and senior students
- Supervised full-time Coordinator for Programming and Operations who managed housing assignment procedure, marketing and other delegated tasks
- Provided insight and direction to athletic coaches, program coordinators, Greek Life Director and chapter presidents, and others with a vested interest in housing process and policies for special populations
- Resolved issues, managed expectations and completed housing placements for international students
- Coordinated 700 bed apartment area, including detailed planning, administration and supervision of full-time and student staff, prepared annual budgets and had fiscal oversight in excess of \$100,000
- Provided guidance and training to Residence Life Coordinators and Operations Assistant for Residence Life
- Acted on behalf of the Director in her absence in a variety of settings including meetings, decision making and in a higher level on-call capacity
- Created, implemented and refined the residence hall fall check-in process for all new and returning residents, including a new centralized area for initial check-in and information distribution and working with an outside vendor to provide moving assistance to the residents
- Successfully increased brand awareness in national recruiting processes (increased candidate interest at least 400% over 10 years) for full time talent acquisition through dynamic creation of online position postings, screening interviews at conferences and designing two-day on-campus interviews to positively represent Butler as an employer of choice and Indianapolis as diverse and superbly liveable city
- Collaborated with key departmental and university personnel at Butler and Indiana University to design, implement, recruit and select candidates for four new graduate assistant positions in Residence Life
- Presented to groups of 15-150 on topics such as on-campus housing, orientation, Greek chapter requirements, and staff training
- Resolved questions and concerns, using a customer service mindset, from various students, parents and university stakeholders about housing, contracts, assignments, move-in day, and other high level topics

Assistant Director for Residence Life

Butler University | 2007-2010

- Developed and refined online contract and assignment processes for a 2,400 student capacity housing system, moving away from paper formats, increased student and parent satisfaction, and reduced expenses by \$5,000 annually
- Lived in and managed an apartment area of 475 junior and senior students and four staff members
- Severed in the campus-wide on-call duty rotation for emergencies and conduct issues
- Adjudicated first and second level student conduct violations occurring within the apartment area
- Served as liaison for campus-wide facilities and maintenance departments

Resident Director

Eastern Illinois University | 2001-2007

- Lived in, managed and supported community development for a first-year building of over 725 residents and 21 staff for four years, serving one year as interim complex director with increased staff supervision
- Lived in, managed and supported community development for an all-male building of over 400 students of all class levels and 10 staff for two years, and remotely supervised a building of 150 students and five staff
- Supervised various graduate and undergraduate students cyclically, totally nearly 200 unique individuals
- Served as Assistant Conference Coordinator, working with the Coordinator and a staff of 25 in general operations of the entire summer camps and conference operation
- Assumed on-call duty responsibilities to respond to staff questions and higher level concerns in person
- Acted as a hearing officer for most levels of student conduct violations from within my communities
- Advised active hall councils and maintained oversight of their budgets of \$8,000-\$15,000
- Supervised front desk operations including one full-time hall secretary and 8-15 student staff
- Restructured and supervised the Night Assistant staff from five small areas to a campus-wide operations of over 40 student staff members and supervisors, managing a budget in excess of \$150,000
- Chaired Resident Assistant Search Committee, which annually recruited over 250 student applicants for 40+ vacancies, implemented pre-selection workshop events and improved applications received from underrepresented students

Education

Master of Science in Education | Educational Administration

Eastern Illinois University | 2001

- Practicum: Mattoon High School, Mattoon, Illinois

Bachelor of Arts | Social Science with Teacher Certification

Eastern Illinois University | 1999

Bachelor of Arts | History with Teacher Certification

Eastern Illinois University | 1999

- Student Teaching: Cumberland High School, Toledo, Illinois

Selected Community Engagement

- American Legion Illinois Premier Boys State | Volunteer staff member | 1995-present
- Butler University Student Veterans | Volunteer advisor and university contact | 2016-2018
- Great Lakes Association of College and University Housing Officers | Board of Directors | 2005-2013
- Council on University Planning and Budget | Vice President for Student Affairs appointee | 2004-2007
- Alpha Sigma Alpha Sorority, Gamma Omega Chapter | Standards Board advisor | 2002-2007
- University Foundations, two credit hour course | Instructor | 2000-2007
- National Residence Hall Honorary, EIU Chapter | Member and chapter advisor | 1998-2007
- EIU Pride, Registered Student Organization | Member and advisor | 1997-2007

References

Karla Cunningham

[Redacted]
[Redacted]
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Jody Stone

[Redacted]
[Redacted]
[Redacted]
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Amy Price

[Redacted]
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Caroline Huck-Watson

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