

Zachary C. Turner |



OBJECTIVE:

To obtain a position with a university housing department where I can utilize my extensive higher educational experience, my exceptional motivated professionalism, and formal educational training in order to improve and streamline their residential processes to provide a remarkable student experience.

WORK HISTORY:

Indiana State University

Area Coordinator – Office of Residential Life – January 2014 – March 2017

**Residence Life Faculty/Staff of the Month (Sep 2014), National Residence Hall Honorary*

- Oversaw housing complexes and apartment building operations for 1,200+ students
- Assisted various populations including single, Greek, international, and family-style residents
- Fostered collaborative relationship with campus partners, support staff, and facilities staff
- In coordination with FSL department, opened new residence halls for eight on-campus sororities
- Operated with campus partners to ensure buildings are FERPA, Title IX, and Clery Act compliant
- Mentored, supervised, and oversaw payroll for full-time and part-time staff
- Conducted the hiring and dismissal of staff in coordination with central departmental leadership
- Maintained records using online database systems including Kronos, StarRez, and Banner
- Managed annual area budgets up to \$14,000 for both student staff and hall programming
- Chaired Student Staff Training Committee developing training program for 200+ participants
- Taught 300 level student affairs class to undergraduate staff member candidates
- Developed residential curriculum for 5,000+ campus wide housing residents
- Facilitated crisis intervention and emergency response with University Police and campus staff
- Assisted campus and local fire officials to develop and maintain in-building fire safety systems
- Coordinated with facilities staff to certify that buildings are ADA compliant
- Presented departmental information to students, parents, and campus partners
- Managed on-campus housing for summer camps, orientation, and Indiana Special Olympics
- Functioned as hearing officer for student conduct issues occurring in assigned complexes
- Performed monthly health and safety inspections in cooperation with outside vendors
- Participated in weekly duty rotation for entire campus with entire Area Coordinator staff
- Presided over departmental Sustainability Committee that instituted campus-wide initiatives
- Worked with outside vendors to implement \$80,000 campus-wide sustainability strategy
- Collaborated with local Goodwill Industries affiliate for annual campus-wide charity item drive

Laboratory Teaching Assistant – Biology Department – January 2012 – December 2014

**Outstanding Graduate Assistant of the Year (2013) – Master Level Student*

- Managed multiple 100 and 200 level lab classes of up to 24 students
- Presented curriculum over numerous biological topics to students in a concise manner
- Evaluated in-lab performance of nursing and biology students
- Assisted in dissections, microscopic exercises, and other lab techniques performed by students
- Graded assignments, quizzes, and tests weekly for up to 75 students
- Prepared lab areas each week with necessary materials, specimens, and equipment

*Assistant Hall Director – Office of Residential Life - June 2011 – January 2014***Residence Hall Association Advisor of the Year (2012)*

- Oversaw residence hall/complex housing up to 800 residents
- Trained, supervised, and evaluated undergraduate student staff of up to 20 staff members
- Advised hall councils providing mentorship to student-elected executive board
- Managed front desk operations and scheduling for multiple residence halls
- Submitted biweekly payroll for staff of up to 25 employees
- Maintained budget for all residence hall programming, training, and recruitment initiatives
- Served on multiple departmental committees including training and recognition committees
- Presented training information to undergraduate and graduate staff members
- Remained in constant contact with residents of residence hall/complex
- Adjudicated student conduct cases and provided appropriate learning opportunities
- Provided crisis intervention and mediation for residents and staff in need
- Referred staff, residents, and students to content experts when appropriate
- Coordinated with departmental staff to form and perform as a small musical ensemble
- Performed other duties as assigned by central leadership

*Resident Assistant – Office of Residential Life - June 2008 – June 2011***C. Reed Kidder Customer Service Award (2011)***Pickerl Hall Leader of the Year (2010)***Sycamore Principles Award Winner (2009)*

- Fostered an environment conducive to learning for residents
- Provided programming focused on community building and educational opportunities
- Offered support to meet the needs of residents
- Enabled residents to build a thriving floor community
- Enforced departmental and university policy
- Aided departmental training committee serving as undergraduate staff representative
- Worked front desk operation providing assistance to residents and campus guests
- Assisted in other capacities as directed by Assistant Hall Directors

ACTIVITIES:Indiana State University

Sigma Alpha Lambda - National Leadership and Honors Organization - Spring 2008 – Spring 2010

Vice-President - Fall 2008 - Spring 2009

Pre-pharmacy club - Spring 2008 - Spring 2010

President – Fall 2008 - Spring 2009**VOLUNTEERING:**

Boys and Girls Club – Terre Haute, IN - Fall 2008 – Spring 2009

Big Brothers, Big Sisters – Danville, IL - Fall 2007

EDUCATION:Indiana State University*Master of Science (Microbiology)*

Graduated – May 2013

Bachelor of Science (Biology)

Graduated – May 2011