

Alex Whitmore

EDUCATION

Illinois State University – Normal, Illinois

- Master of Science, College Student Personnel Administration May 2016
- Bachelor of Science, Organizational Communication and Leadership May 2014

HIGHER EDUCATION WORK EXPERIENCE

Indiana State University – Terre Haute, Indiana

August 2016–Present

Office of Residential Life and Housing

Hall Coordinator

- Managed occupancy paperwork and day-to-day administration of a conditional admit resident hall with 300 residents including keys, lockouts, core changes, room assignments/changes, coordinating with maintenance staff on facility issues, damage assessments, and oversight of building programmatic budget
- Directly supervised 1 graduate student hall director, 13 resident assistants, 1 front desk supervisor, and 3 front desk workers
- Fulfilled in an on-duty rotation for the entire residential population as a first-responder in emotional/psychological crises, situations of sexual violence, physical assaults, domestic violence, issues of conflict, and maintenance emergencies
- Served as a university conduct officer for students residing in on-campus housing in order to enforce the Student Code of Conduct and Residential Life policies and procedures
- Implemented a Residential Curriculum focusing on the learning goals of Inclusive Excellence, Professional Success, and Self Efficacy
- Supervised the Wellness Committee and Summer Staff Committee

Illinois State University – Normal, Illinois

July 2015–May 2016

Leadership & Community Connections Unit

Graduate Assistant for off-campus, nontraditional, and transfer students

- Supervised 4 student workers; conducted staff meetings, staff training, and oversaw programming budget
- Directed Off-Campus 101 informational sessions and made documents to prepare student to live off-campus
- Created an online e-module about off-campus living information in order to educate more students about off-campus living and the leasing process
- Assisted with the development of the “rate your landlord” website which gives peer to peer feedback on housing options; worked in conjunction with Student Government Association
- Coordinated monthly outreach initiatives to off-campus students; oversaw I Am Normal and Town Council Meet & Greet outreach efforts in partnership with the town of Normal
- Planned nontraditional student day in the fall and spring semester; responsible for the program from inception to execution including budget
- Liaison with community members and manage project requests for Bring It Back To Normal, a community wide service day
- Responded to inquiries from student and parents about living off-campus

Illinois State University – Normal, Illinois

Aug 2015–Dec 2015

International Studies and Programs Department

Graduate Practicum Student for Special Programs

- Headed 3 month-long cultural immersion programs for visiting scholars through the American Studies program, specifically with planning and coordinating 5 day-long trips throughout the semester to Chicago, St. Louis, Bloomington, Peoria, and Springfield
- Created itineraries and an agenda for 50 students from Germany and Mexico who went through the American Studies program

- Provided assistance and proper resource referral to international students
- Organized International Studies and Program potential student information cards
- Assisted with management and operation of the International House Lounge

Boise State University – Boise, Idaho

May 2015–Aug 2015

New Student & Family Programs

NODA Intern for Family Orientation and Engagement

- Family liaison for 5 traditional-aged orientation programs and 3 transfer and non-traditional orientation programs for a total of 2,350 students and 1,000 family members.
- Assisted in supervising 20 orientation leaders, including direct supervision of two family orientation leaders
- Created multiple assessments for both families and students related to satisfaction and the effectiveness of learning outcomes at orientation programs for both traditional, transfer, and non-traditional student populations
- Served as a member of the on-call response team and provided live-in assistance to students during overnight components of the orientation experience in the resident halls
- Technology representative for large group sessions at orientation programs
- Facilitated leadership training for the orientation leaders by planning sessions regarding customer service and how students should “tell their story” to new students and family members at orientation.

Illinois State University – Normal, Illinois

July 2014–May 2015

Student Conduct and Conflict Resolution

Graduate Assistant for conflict management programs and student cases

- Served as a disciplinary intake person for police referrals and off-campus incidents for over 800 student cases throughout the school year
- Advised meetings and deliberation for the University Hearing Panel
- Presented two-hour Conflict and Anger Management workshops every week
- Facilitated bi-weekly in the alcohol class for the Heath Promotion and Wellness office
- Oversaw the daily oversight of conflict management programs (facilitation, mediation, conflict coaching)

RELATED STUDENT AFFAIRS EXPERIENCE

Heartland Community College, CAS Assessment Group

Nov 2014–Jan 2015

- Worked with two classmates to assess Heartland Community College’s Academic Advising Office

Leadershape®, Graduate

May 2013

- Attended and graduated from ISU’s LeaderShape® 2013, a nationally recognized program focused on developing effective leadership skills, leading with integrity, and striving to accomplish a large-scale vision

CERTIFICATIONS

Appreciative Advising Course

Sept 2017

- A comprehensive online course on the six phases of Appreciative Advising, as well as specific skills and techniques that are implemented in an advising framework.

SafeZone Ally Program,

Sept 2014

- Volunteer to educate myself and be a part of a network of supportive individuals who are educated about the needs and concerns of LGBTQ individuals

PROFESSIONAL ASSOCIATIONS

Member, NODA (Association for Orientation, Transition, Retention in Higher Education)

Jan 2015–Present

Member, National Association of Student Personnel Administrators (NASPA)

Dec 2014–Present