

# Gabriel Dunbar

## Education

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*Bowling Green State University*

Doctor of Philosophy: Higher Education Administration

*Bowling Green, OH*

In Progress

*Michigan State University*

Masters of Arts: Student Affairs Administration

*East Lansing, MI*

May 2012

*Indiana Wesleyan University*

Bachelor of Science: Mathematics

*Marion, IN*

April 2009

## Current Professional Experience

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*Bowling Green State University*

**Design Coach, Office of Student Success and Life Design**

*Bowling Green, OH*

August 2020 to Present

- Teach multiple sections of BGSU 1910: Design Your BGSU.
- Coach caseload of 250 students from orientation through graduation.
- Develop research and assessment plan for Life Design program.
- Provide proactive and responsive outreach to assigned students based on a variety of data sources from Summer Orientation through graduation.
- Support students with career coaching, interviewing techniques, and job search strategies.
- Monitor, track, and provide regular updates on the retention, progression, and campus and community engagement of all students within the caseload.
- Participate in on-going training and development, including a Life Design Community of Practice that encourages constant professional development and identifies opportunities to enhance BGSU's Life Design framework.
- Collaborate with colleagues across campus, and especially the Division of Diversity and Belonging, to create an inclusive environment that acknowledges the unique needs of students.

*Bowling Green State University*

**Program Coordinator, Nontraditional & Military Student Services**

*Bowling Green, OH*

April 2017 to August 2020

- Streamlined and coordinate prior learning assessment process
- Piloted process to award credit to students who have earned various industry credentials
- Advised 800 nontraditional students with academic advising
- Supported pilot of competency based education course in Quality Systems
- Provided additional support to approximately 700 military affiliated students
- Supervised two graduate assistants
- Represented office during Admissions and Orientation programs
- Coordinated eight scholarships for nontraditional students totaling \$20,000 annually
- Advised the Nontraditional Student Organization
- Assisted prospective students in learning about BGSU and how to apply

**Assistant Director of SEARCH Learning Community**

August 2019 to August 2020

- Coach students 1-on-1 and in small groups as they navigate life's big questions
- Develop curriculum for weekly conversations focused on three words that can change your life
- Recruit and retain group of approximately 20-30 students for the learning community
- Plan early move-in training to help acclimate first-year students to BGSU and SEARCH
- Represent SEARCH at Learning Community Director meetings

## Current Collaborative Projects

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- *Life Design Initiative*
  - Participant of January 2020 Designing Your Life Training Workshop
  - Facilitated January 2020 early move-in pilot program for 300 students
  - Member of planning group to incorporate Life Design into SOAR and Fall Welcome
  - Developed Life Design content for student introductory modules on Bridge learning platform
- *Administrative Staff Council* - Serve on Executive Committee of advocating for staff concerns
  - Part of sub-committee to draft and implement parental leave policy
- *Common Read Committee* – selecting and coordinating common read book and experiences
- Past *Co-Chair* of Professional Development committee within university advising community

## Facilitation & Teaching Experience

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### ***BAAS 301: Designing Your Future Work*** *Texas A&M University-Commerce, Fall 2021*

- This course is intended to equip students with a design thinking approach to learn practical tools and ideas to make the most of their college experience. Topics include the purpose of college, educational and vocational wayfinding, and preparation for the agility and resilience needed for lifelong employment. Students will identify individual goals, assess skills and talents, explore career options, analyze the job market, and effectively use employment search tools.

### ***BGSU 1910: Life Design at BGSU*** *Bowling Green State University, Fall 2020 – Present*

- Life Design at BGSU is a university-wide commitment to empowering you to design your college experience so that you are life and career-ready upon graduation. The concepts and mindsets you will learn in this class will provide you with a foundation in design thinking and the tools you need to design academic, career, and life experiences that align with who you are and who you want to become. (12 sections total).

### ***LAS 100 First Year Experience Seminar*** *Siena Heights University, 2013 – 2017*

- Instructed course designed to support the academic and social transition of first-year students into Siena Heights University community

### ***LAS 222 Siena Serves Serving Learning Course*** *Siena Heights University, 2014 – 2017*

- Developed curriculum and instruct experiential learning course designed to provide students the opportunity to apply service-learning concepts in a theory to practice learning environment

### ***Resident Assistant Multicultural Training*** *Michigan State University, 2011*

- Co-Facilitated 7-week diversity workshop for students hired to be resident assistants

## Professional Presentations

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### ***Coaching in Higher Education Consortium*** *National Conference (Virtual) | July 2021*

- Design Thinking as the Framework for Institutional Coaching Model

### ***Scholarship of Teaching and Learning Conference*** *Bowling Green State University (Virtual) | July 2021*

- Design Thinking: A Tool to Combat Instructor Fatigue

### ***Council for Adult and Experiential Learning*** *National Conference (Virtual) | November 2020*

- Leveraging Industry Credentials for Academic Credit

### ***Competency Based Education Network*** *National Conference Orlando, FL | September 2018*

- Competency Based Education Quality Systems Pilot Course (Poster Presentation)

## Other Professional Experience

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*DMB Coaching*

**Life Coach and Chief of Staff**

*Bowling Green, OH*  
September 2018 - Present

- Oversee business operations and staff development for team of 20 independent contracted life coaches
- Coach individual clients based on during monthly conversations
- Develop content to provide personal and professional enrichment for clients
- Facilitate weekend retreats focusing on maximizing life for fraternity chapters
- Maximize team strengths to provide exceptional service for clients
- Lead breakout session for Phi Kappa Theta national conference in 2018 focused on learning

*Siena Heights University*

**Director of Student Engagement & Assistant Dean for Students**

*Adrian, MI*  
July 2012 to April 2017

- Supervise Student Engagement Graduate Assistant and 9 work study student staff
- Recruit, hire, train, and supervise 32 student staff members to serve as Orientation Team Leaders
- Build leadership development trainings and advisor trainings for 30+ student organizations
- Facilitate table conversation at Town and Gown networking event
- Coach students with interview and resume tips during speed interviewing event
- Co-sponsor annual etiquette dinner with Career Services office
- Maximize budget oversight for Office of Student Engagement and Programming Board
- Develop bi-annual Student Engagement report for the Board of Trustees
- Organize and promote opportunities for student involvement for residential and commuter students
- Engage students with programming geared toward entertainment and recreation
- Advise student programming board and coordinate trip to NACA conference and summer retreat
- Co-organize an interactive five-day Welcome Week for incoming students; consisting of teambuilding experiences, campus immersion opportunities, service projects, and orientation
- Assess effectiveness of Welcome Week program leading to quality program improvement
- Collaborate with other campus offices to execute large scale campus programs:
  - Office of Residence Life – Execute community Halloween Walk & Sibs & Kids Weekend
  - Alumni Relations – Plan and implement the Homecoming experience for students & alumni
  - Advancement Office – Develop Taste of Adrian event featuring outreach to local businesses
  - First Year Experience – Co-Direct Orientation Team Training and 5-day Welcome Week

*Siena Heights University*

**University Center Manager**

*Adrian, MI*  
August 2013 to April 2017

- Oversee daily facility operations of the Siena Heights University Center
- Manage space reservations and requests of customers that utilize various meeting spaces
- Serve as liaison between Barnes & Noble Bookstore, Chartwells dining services, Department of Public Safety, student life, custodial services, and the maintenance department
- Coordinate University Center Fitness classes and periodic maintenance to exercise equipment
- Develop programming to provide evening and weekend experiences for students

## **Graduate Assistant Honors College**

August 2011 to May 2012

- Developed and advised First Year Council consisting of 25 first-year honors students
- Created co-curricular engagement plan to help transition to MSU which provided personal and professional development through service learning, career services, leadership, and goal setting
- Advised the student programming board, multicultural organization and 3 other student groups
- Developed Fall and Spring leadership training events for student leaders
- Supervised co-curricular student programs and activities throughout Honors College
- Served as liaison between Honors College and Office of Residence Life

## ***Siena Heights University***

***Adrian, MI***

### **Graduate Intern – Office of Residence Life**

June 2011 to July 2011

- Conducted benchmark studies and proposed new policies for tailgating and tobacco free campus
- Developed videos for Student Health 101: social media tool for holistic student health
- Assisted with housing assignment process including data entry and roommate matching
- Revised Siena Heights Student Handbook which included the Siena Heights Code of Conduct
- Served in on-call rotation for summer conference operations

## ***Auto-Owners Insurance Company***

***Lansing, MI***

### **Actuarial Technician**

May 2009 to May 2011

- Analyzed and interpreted statistical trends to guide ratemaking decisions
- Collaborated with other individuals and departments to efficiently solve complex problems
- Generated customized annual reports summarizing customer trends and insurance rate reviews

## **Accomplishments & Additional Experience**

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- Recipient of Rookie of the Year of Administrative Staff | Bowling Green State University, 2019
- Recipient of Staff Excellence award for outstanding staff member | Siena Heights University, 2014
- Recipient of Michigan Campus Compact Service Learning Award | Siena Heights University, 2014
- Undergraduate Student Appeals Board Representative | Michigan State University, 2012
- Orientation program planning committee for graduate program | Michigan State University, 2012
- Restorative Justice facilitation training | Michigan State University, 2012
- Dale Carnegie leadership trainee | Auto-Owners Insurance Company, 2009