

Kyle R. Williams, MEd

EDUCATION

- Texas A&M University-Commerce**, Commerce, Texas Anticipated May 2017
Doctorate of Education in Higher Education
- Old Dominion University**, Norfolk, Virginia August 2009
Masters of Science in Educational Leadership
Concentration: Higher Education-Student Affairs
Cumulative GPA: 3.60
- Otterbein University**, Westerville, Ohio June 2007
Formerly: Otterbein College
Bachelors of Arts in Music with an emphasis in Voice
Abroad Experiences: Costa Rica, France, Switzerland

PROFESSIONAL EXPERIENCE

- Area Coordinator: Department of Residential Living and Learning** June 2012- Present
Texas A&M University-Commerce, Commerce, Texas (large public state institution)
- Supervision of a total area consisting of three-four residence halls consisting of 1000 beds; 3 full-time masters-level hall directors, 1 graduate assistant, 34 resident assistants and 30-40 desk assistants
 - Tasked with creating goals, assessing and evaluating professional staff members
 - Participate in the Mid-Level on call team, providing 24/7 crisis assistance for supervised area
 - Assist in the planning, implementation and assessment of programming within the Department of Residential Living and Learning
 - Conduct weekly professional staff meetings, bi-weekly meetings area staff
 - Oversight over three Living and Learning Communities: Spirit Den, African American Male Mentorship, First Year Leadership Course and Women in Leadership.
 - Tasked with creating and implementing a Professional Development Curriculum for the department
 - Oversight of the Residential Living and Learning student conduct violations
 - Assist the Assistant Dean of Students with student conduct, including reporting, training and oversight of Symplicity (online judicial software)
 - Conduct judicial hearings, and educational conversations with student regarding behavioral and conduct concerns
 - Collaborate with other campus partners (facilities, building services, grounds, dining) to ensure the satisfaction of student population, and upkeep of buildings
 - Supervision of the Advisor to Residence Honorary Association (RHA), and advisor over the Resident Assistant Council (RAC)
 - Oversight and administration of budgets for: buildings, RHA, RAC, and Professional Card Allowances (\$4800-\$8000)
 - Assist with mediation sessions and roommate conflicts
 - Manage and update roster through StarRez housing managing system
 - Conduct monthly building tours for facility concerns
- Assistant: Department of Fraternity and Sorority Life** August 2013- Sept 2013
Texas A&M University-Commerce, Commerce, TX (large public state institution)
- Tasked with assisting the Assistant Director of Fraternity/Sorority Life with recruitment for the Fall semester for the following councils: National PanHellenic Council (NPC), Inter-fraternity Council (IFC), and National Pan-Hellenic Council (NPHC)
 - Trained in ICS Recruitment Software

Residence Director: Department of Residential Education and Housing*The College of New Jersey, Ewing, NJ (small public state institution)*

- Supervised an area of 3-5 buildings and 750-1000 beds
- Supervised a total of 14-22 community advisors, 3-5 assistant residence directors and indirectly supervise an area of 30-40 desk assistants
- Assisted in the planning, implementation and assessment of programming for the Sophomore Year Experience Cohort Area
- Assisted with the supervision and programming of the Women In Leadership Learning (W.I.L.L.) Living Learning Community
- Tasked with developing a staff development curriculum
- Conducted weekly meetings with student staff members
- Assisted with the creation and implementation of programmatic initiatives for the Sophomore Year Curriculum
- Tasked with creating and implementing a Professional Development Curriculum for the department
- Charged with chairing and implementing new programmatic initiatives and trainings through the Residence Directors Central Office Residential Education (CORE) group
- Conducted judicial hearings, and educational conversations with student regarding behavioral and conduct concerns
- Participated in the campus on-call duty rotation
- Charged with conducting a monthly analysis and assessment of the crisis calls received
- Collaborated with other campus partners (facilities, building services, grounds, dining) to ensure the satisfaction of student population, and upkeep of buildings
- Collaborated with campus partners (Counseling and Psychological Services, Alcohol and Drug Education Programs, Office of Anti-Violence Initiatives, Office of Differing Ability Services, and Student Activities) in student programmatic initiatives, as well as to promote student wellness.
- Managed the in-hall staff budget (\$4,000-\$5,000)
- Assisted with mediation sessions and roommate conflicts
- Managed and update roster through StarRez housing managing system
- Conducted monthly building tours for facility concerns
- Trained in the use of StarRez Housing Managing system, and Symplicity Online Judicial Software

Recruitment Intern: Darden College of Education

May 2009-August 2009

Old Dominion University, Norfolk, VA (large public state institution)

- Charged with developing a recruitment plan for Master and Doctoral Candidates for programs offered within the college.
- Responsible for keeping contact information for prospective students
- Responsible for ensuring the accuracy of the programs web pages

Development Associate Intern: Tidewater Community College Educational Foundation

January 2009-May 2009

Tidewater Community College, Norfolk, VA (large community college comprised of 4 campuses)

- Assist with the development of an alumni association
- Prospect research
- Development of media library
- Trained in using Raisers Edge and Wealth Engine

Graduate Assistant: Office of Housing and Residence Life

May 2008-July 2009

Old Dominion University, Norfolk, VA (large public state institution)

- Graduate Assistant for a complex of two buildings with a total of 448 beds, 11 Resident Assistants, and 11 Desk Receptionists
- Participated in the campus on call duty rotation
- Managed and update Rogers Complex Blackboard Site
- Managed and update the roster for Rogers Complex
- Collaborated in the writing and implementation of policies and procedures
- Supported in the transition of the University Village area to an independent living environment, and ensuring that it is compliant with the ideas from *Learning Reconsidered* and *Learning Reconsidered 2*
- Conducted pre-hearings for the Office of Student Judicial Affairs
- Conduct roommate mediation agreements

- Assist with room condition reports and damage reports
- Trained on the basics of the Banner system

Graduate Assistant: Office of International/Intercultural Programs

August 2007-May 2008

Virginia Wesleyan College, Norfolk, VA (small private institution)

- Served as the International Hall Coordinator for a living-learning community with focus on an intercultural and international experience.
- Served the academic, social and cultural needs of international students and students of color
- Created a Safe Space Training Manual in order to assist in creating a safe space program at Virginia Wesleyan
- Managed contracts for speakers and events that were held out of the OIP Office
- Fostered a diverse and inclusive campus environment through campus programming

TEACHING/ADVISING EXPERIENCE

- Sophomore Year Experience Cohort August 2013- May 2014
- Resident Assistant Council, Texas A&M University-Commerce June 2012- Present
- Community Advisor/Community Assistant Seminar Fall 2010, Fall 2011
- Phi Beta Sigma Fraternity Chapter Advisor Aug. 2008- Present
- Assistant Residence Director Committee, The College of New Jersey Aug. 2009-Aug. 2010
- Co-Advisor for Hall Presidents Council, Old Dominion University Aug. 2008-May 2009
- Black Student Union, Virginia Wesleyan College Aug. 2007-May 2008
- Equality Alliance (LGBT Organization), Virginia Wesleyan College Aug. 2007-May 2008

COMMITTEE INVOLVEMENT

- Lions Roar, Texas A&M University-Commerce June 2013- Present
- Spirit Committee, Texas A&M University-Commerce Aug. 2012-Present
- Homecoming Committee, Texas A&M University-Commerce Aug. 2012- Present
- Meaningful Outcomes Committee (MOC), The College of New Jersey May 2011- June 2012
- Professional Staff Manual and Professional Development, The College of New Jersey May 2011- June 2012
- Secretary, Minority Education Council, The College of New Jersey Oct. 2010- June 2012
- Treasure, The Jersey Alliance (ACPA State Division) Sept. 2010- June 2012
- Residence Director CORE, TCNJ DREH July 2010-June 2012
- Staff Senator, TCNJ Staff Senate April 2010-June 2012
- Member of TCNJ Student Staff Selection Task Force April 2010-June 2012
- ODU RA Training Committee June 2008-August 2008
- ODU Village Transition Committee May 2008-August 2008
- ODU OHRL Professional Development Aug. 2008-May 2009
- Chair of ODU Mardi Gras Committee Nov. 2008-Feb. 2009

PROFESSIONAL AFFILIATIONS and CERTIFICATIONS

- ACPA (American College Personnel Administrators) 2005- Present
 - Vice-Chair for Social Responsibility/Civic Engagement/Pluralism and Inclusion 2014- Present
 - Social Co-Chair, Pan African Network 2012- Present
- NASPA (National Association of Student Personnel Administrators) 2005- Present
- Graduate Symposium Marketing, Southern Association of College Student Affairs (SACSA) 2013- Present
- Directorate, Commission for Housing and Residence Life within ACPA 2012- Present
- Social Chair, Pan-African Network within ACPA 2011- Present
- Member, Association of Fraternity/Sorority Advisors (AFA) Feb. 2011- Present
- Treasure, New Jersey Alliance (New Jersey State Division of ACPA) Sept. 2010-May 2012
- Mediation, Norfolk, Virginia Court System June 2008

AWARDS and RECOGNITIONS

- Outstanding Chapter Advisor of the Year, Texas A&M University-Commerce April 2013
- Outstanding Brother of the Year, Phi Beta Sigma Fraternity, Inc. State of New Jersey Oct. 2011
- Montclair “Who’s Who in Collegian Education” Feb. 2011
- OCPA (Ohio College Personnel Association) 2006 Undergraduate Student Leader Feb. 2006

PRESENTATIONS and PUBLICATIONS

- Creating your own Professional Development Plan, *SACSA Conference* November 2013
- How to use Symplicity on our Campus July 2013, Sept. 2013
- Student Conduct, *Fall Professional Staff Training* July 2013
- Diversity and Inclusion, *Fall Professional Staff Training* July 2013, Aug. 2013
- “Coaching vs. Managing and Motivational Leadership”, *Winter NJCORE* January 2012
- “Coaching vs. Managing”, Department of Residential Education and Housing April 2011
- “Making the Fit Just Right: Living in a Cohort Model” , *NJCORE/ACPA 2011* Jan. 2011/March 2011
- “Your Job Search Experience”, *The Jersey Alliance Blog* March 2011
- “Programming for the Voices Unheard”, *NJ CORE* Jan. 2011
- “Decker Fire: A look at Crisis Response at The College of New Jersey” Oct. 2010
- Time Management, *The College of New Jersey, Fall ARD Training* Aug. 2010
- Desk Assistant Hiring Process, *The College of New Jersey, Fall ARD Training* Aug. 2010
- Diversity, *The College of New Jersey, Staff Training* Aug. 2010
- “Empowering Sophomores, Sprouting New Roots” , *NJCORE* Jan. 2010
- Diversity and Group Building, Sigma Nu Fraternity Iota Beta Chapter March 2009, Feb. 2008
- Responsibility and Accountability, Old Dominion University, Winter DR Training Jan. 2009
- Time and Stress Management, Old Dominion University, Fall RA Training Aug. 2008