

PETER BROOKS

Student Affairs Resume

STUDENT AFFAIRS EDUCATION

Post Master Certificate: Resident Education - ACPA Joint Certification
University of Missouri Columbia: *Columbia, MO May 2003*

Master of Education in Higher Education
Arizona State University: *Tempe, AZ May 2002*

PROFESSIONAL EXPERIENCE

South Scott Residence Hall Director:

University of Wisconsin Oshkosh, *Department of Residence Life: Oshkosh, WI* *January 2005 to May 2008*

- Supervise; evaluate; train 19 community/peer advisors and 1 graduate Assistant Residence Hall Director for a co-ed residence hall of 500 students.
- Coordinate occupancy, payroll, facilities management, and other administrative tasks with one full time administrative assistant and two part time student assistants.
- Co-advise 10 person Community Council on programming and leadership opportunities for the Scott Hall Complex.
- Adjudicate and administer conduct cases for the 500 residents of South Scott Hall, including working with the Community Review Board (a judicial board made up of students).
- Work collaboratively with various departments to foster community and assess needs for one living learning environment focused on majors related to the Arts.
- Adjudicate and research student conduct cases/sanctions/education/trends for the department as a Judicial Officer.

Clemans Residence Hall Director:

University of Wisconsin Oshkosh, *Department of Residence Life: Oshkosh, WI* *August 2003 to December 2004*

- Supervise; evaluate; train 5 community/peer advisors for a co-ed residence hall of 200 students.
- Coordinate occupancy, payroll, facilities management, and other administrative tasks.
- Co-advise 7 person Hall Council on programming and leadership opportunities for Clemans Hall.
- Plan, implement, and discuss student staff training initiatives as part of the Training & Development Committee in charge of Mid Year and Fall Training for 100 residence hall student staff.
- Taught Community Develop Seminar for 30 new student staff members educating them on the intricacies of residence life and their positions as Community Advisors.

Hatch Residence Hall Coordinator:

University of Missouri Columbia, *Residence Life: Columbia, MO* *July 2002 to June 2003*

- Supervise; evaluate; train 15 community/peer advisors and 1 staff assistant for a co-ed residence hall of 525 students.
- Advise/co-evaluate all educational interactions, leadership activities, adjudication meetings & community assessments for the Honors Learning Community, the Wakonse Service Learning Community, Four Winds Health Professions Learning Community, & the all female Visions Leadership Community which reside within Hatch Hall.
- Advise hall council by supporting 4 person executive team through a weekly planning meeting, monthly exec one on ones, and weekly hall council meetings, including supervising the Master Treasurer who oversees a budget of \$5000.
- Plan, implement, and discuss student staff training initiatives as part of the Student Staff Training & Education Committee in charge of Mid Year and Fall Training for 180 residence hall student staff.
- Advised 15 student delegates to the Midwest Affiliate of College and University Residence Halls (MACURH) conference and 4 student staff delegates to the University of Northern Iowa RA Conference.

UNIQUE STUDENT AFFAIRS EXPERIENCE

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NACURH 2007 Conference Advisor:

University of Wisconsin Oshkosh, *Department of Residence Life: Oshkosh, WI*

September 2004 to August 2007

- Directly advised 2 student Coordinators & indirectly advised 22 student Committee Chairs on the planning & implementation of a four-day, 2000 attendee conference for the National Association of College and University Residence Halls (NACURH) Inc. organization.
- Worked closely with Budget & Finance committee to construct and manage a \$250,000 budget; through sponsorship and fiscal responsibility the conference saved \$70,000.
- Liaison with NACURH Inc. national office, other UW Oshkosh departments, city of Oshkosh businesses, and national agencies to achieve sponsorship, educational, and legal objectives.
- Collaborated with coordinators on the creation of Conference Objectives, Team Expectations, Strategic Plans, & Training Initiatives related to the conference.
- Co-authored conference wrap-up report, a How To for conference planning, and two conference bids; coached conference bid team on presentation format and techniques.

Future Leaders of Student Affairs Coordinator/Instructor/Founder:

University of Wisconsin Oshkosh, *Department of Residence Life: Oshkosh, WI*

September 2004 to Current

- Designed syllabus, objectives, and activities for a year long bi-weekly 'class' of 7 to 15 undergraduate and graduate students planning on a career in student affairs.
- Taught and/or coordinated co-teaching efforts for sessions on Student Development Theory, History of Student Affairs, Current Topics in Student Affairs, Best Practices, Assessment, Job Searching, Professional Interview Etiquette, & Career Planning.
- Created official FLSA website & presented FLSA materials to coordinate nationwide initiative; currently eight universities run a FLSA program using original materials.

Intergroup Relations Center, Practicum:

Arizona State University, *Office of the Dean, Tempe, AZ*

April 2001 to May 2002

- Researched 6 hate crimes & cultural harassment incidents at universities across the country where student activism and administrative response followed. Surveyed key students, faculty & administrators involved with student activism/administrative response.

GRADUATE EXPERIENCE

Palo Verde Main Graduate Hall Director:

Arizona State University, *Residential Life: Tempe, AZ*

July 2001 to May 2002

- Supervised; evaluated; trained 6 resident assistants for a co-ed residence hall of 600 students, including advisement on student staff programming and providing personal, professional, and academic support through bi-weekly one on ones.
- Supported living-learning environments through assisting academic initiatives like Freshmen Year Experience seminars, live-in tutors, and evaluating academic Action Plans for 300 students.
- Responsible for the operations of Three 24-hour residence hall desk services: processing payroll for 50 Desk Assistants, meeting weekly with three Desk Managers, scheduling, hiring, training, terminating, and updating services and policies.
- Responsible for educational adjudication and administrative room processes for entire hall, as well as providing opportunities for counseling & mediation.
- Co-advised the ASU National Residence Hall Honorary and 2001 IACURH Conference student delegation.
- Served on the Graduate Hall Director Marketing, Selection and Training Committee
- Responsible for 5400 residents' mental, emotional and physical well-being through a rotating emergency on call system.

Residence Hall Association Graduate Advisor:

Arizona State University, *Residential Life: Tempe, AZ*

July 2000 to May 2001

- Advised 6 Executive Board officers and 8 Committee Chairs. Advised, assisted, co-planned, and co-presented RHA related programs including 'Sun Devil Send-Off' 2000 Residence Hall Orientation & Welcome, Fall & Spring Leadership Training, and Awards Banquet.
- Monitored the \$70,000 RHA budget with Treasurer; processing paperwork, researching vendors, and budgeting.
- Oversaw and advised all financial, leadership, and legal matters related to the IACURH and NACURH student delegations.

ADDITIONAL STUDENT AFFAIRS EXPERIENCE

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South Scott Hall Community Advisor & Program Advisor:

August 1997 to June 1999

Evans Hall/Stewart Community Summer Community Advisor:

June 1999 to August 1999

University of Wisconsin Oshkosh, *Residence Life: Oshkosh, WI*

- Ensured a safe and academically supportive floor environment for 60 co-ed residents, and mediated resident roommate conflicts and/or specific resident/floor issues. Planned and implemented 6-10 educational, motivational, leadership, cultural, and social programs a semester.
- Co-advised 8 person Residence Hall Executive Board, including weekly Executive Board meetings and Hall Government meetings. Co-responsible for the administrative, programming, and safety facets for 80 summer bridge and international residents.
- Completed additional responsibilities: 24 hour break duty during school recess periods, regular community/safety walks, co-planning check-in/check-out of residents, paperwork, and 4 hour desk shifts.

PROFESSIONAL ORGANIZATIONS/LEADERSHIP POSITIONS:

- Arizona State University Higher Education Student Association *Fall 00-Spring 02*
- United Students in Residence Halls (USRH) National Communications Coordinator *May 99-May 00*
- GLACURH Wisconsin Regional Communications Coordinator *Fall 99*

STUDENT WELLNESS/DIVERSITY EXPERIENCE:

- SAFE Training, *UW Oshkosh, Spring 2004*
- Intergroup Relations Center Voices of Discovery Co-Facilitator: Latino-White Identities, *Arizona State Spring 02*
- English Department: English 101 Tutor for Students with Learning Disabilities, *UW Oshkosh Fall 99*
- Campus for Acquaintance Rape Educator Facilitator, *UW Oshkosh Sept. 98-May 00*
- Freshmen Empowering Leaders Together (FELT), *UW Oshkosh Oct. 99-May 00*
- USRH Safety & Security Committee Co-chair, *UW Oshkosh Jan. 98-May 99*

CONFERENCE PLANNING/OPERATIONS EXPERIENCE:

- Co-founded and co-planned 2 student conferences: the WURHA French Dip Spring Business Meeting Conference, and the Arizona State RHA Imagine Conference of Leadership & Inspiration.
- Gruenhagen Conference Center Desk Assistant; Oshkosh Placement Exchange Worker: *Apr. 1999-Apr. 2000; 1997-2000*
- GLACURH 1999 Conference Programming Committee Co-Chair

PRESENTATION EXPERIENCE:

Award-Winning Presentations:

- **Learning Through Literature:** Understanding individual perspectives through literary criticism.
- **I Am, I Be:** Discovery of individual identity through activities and public conviction.
- **Improvising Your Way Through Leadership:** Demonstration of leadership & group dynamics similarities with comedy improvisational games.
- **Small Steps, Many Hands:** An explanation and workshop on planning the 2007 NACURH Conference.

Conferences Presented At:

- NACURH (national conference) 1997-2001, 05-07, 09
- GLACURH (regional conference) 1996-2000, 05-06
- IACURH (regional conference) 2000-2001
- MACURH (regional conference) 2002
- WURHA (state conference) 1997-2001, 2004-2006, 10
- USRH Fall, Spring Leadership Training 97-00, 03-07
- RHA-ASU Fall & Spring Leadership Conferences 2000-2002
- Student Alumni Association Conference 2001
- UMR-ACUHO (regional conference) Fall 2005
- WCPA (state conference) Fall 2003-2006

HONORS/SCHOLARSHIPS

- USRH Rob Buzaitus Outstanding Leadership Scholarship *1998*
- Roger E. Guiles Outstanding Leadership Scholarship *1997*
- UW Oshkosh Undergraduate Academic Honor Roll *3 Time Recipient*
- IMI Scholarship Recipient *4 Time Recipient*
- Eric Thiede Chapter of NRHH (Academic/Leadership Honorary Organization) *Member since October 1996*