

James E. Garvey IV

208 Osceola St. #270
Oshkosh, Wisconsin 54901

(608) 347-5666
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EDUCATION

University of Wisconsin Oshkosh; Oshkosh, Wisconsin

May 2017

Master of Science in Education – Educational Leadership and Policy

University of Wisconsin Oshkosh; Oshkosh, Wisconsin

May 2015

Bachelor of Science – Geography, History Minor

RESIDENCE LIFE EXPERIENCE

Residence Hall Director

July 2017 - Present

South Scott Hall, University of Wisconsin Oshkosh; Oshkosh, WI

- Assist in the recruiting, hiring, training, evaluating and co-supervision 20 undergraduate staff members, consisting of 18 Community Advisors (CAs) and 2 Health Advocates (HAs)
- Adjudicate student conduct meetings and assign sanctions as educational opportunities
- Assist in the Hall Director on Duty rotation, responding to incidents and critical issues within residence halls.
- Co-facilitate weekly staff meeting and provide ongoing staff development sessions that promote opportunities for personal and professional growth and development
- Meet individually on a regular basis with staff to discuss community issues and concerns
- Maintain regular communication with Residence Life Central Office, Dean of Students Office, University Police, Counseling Center, Custodial Services, Facilities Management Office and other offices across campus.
- Currently serve on the Student Conduct Special Assignment Team adjudicating high-level conduct cases, assigning sanctions, and reviewing student housing policy and guidebooks
- Served as a liaison between Residence Life and the Freshmen Registration and Orientation program; presented campus involvement to incoming college freshmen, and presenting Resident Life information to student sessions

Assistant Residence Hall Director

June 2015 – June 2017

South Scott Hall, University of Wisconsin Oshkosh; Oshkosh, WI

- Act as the primary advisor for nine undergraduate South Scott Hall Government (REAL) members; attend weekly meetings and hold regular one on one meetings with Executive Board members
- Budget a yearly Hall Government fund of \$2,500 for Hall Government supplies and programming needs
- Assist in the recruiting, hiring, training, evaluating and co-supervision 20 undergraduate staff members, consisting of 18 Community Advisors (CAs) and 2 Health Advocates (HAs)
- Adjudicate student conduct meetings and assign sanctions as educational opportunities
- Assist in the Hall Director on Duty rotation, responding to incidents and critical issues within residence halls.
- Co-facilitate weekly staff meeting and provide ongoing staff development sessions that promote opportunities for personal and professional growth and development
- Meet individually on a regular basis with staff to discuss community issues and concerns
- Maintain regular communication with Residence Life Central Office, Dean of Students Office, University Police, Counseling Center, Custodial Services, Facilities Management Office and other offices across campus.
- Currently serve on the Student Conduct Special Assignment Team adjudicating high-level conduct cases, assigning sanctions, and reviewing student housing policy and guidebooks
- Served on the CA Training and Selection Special Assignment Team; organizing CA training, establishing community contacts, and revamping the Residence Life Community Advisor Wiki online document
- Served on the Leadership Development and Diversity Initiatives Team; co-advising United Students in Residence Halls (USRH) Executive Board members, attending weekly executive board/assembly meetings, meeting one-on-one with executive board members on a bi-weekly basis, and co-planning the End of the Year Residence Life Banquet
- Served as a liaison between Residence Life and the Freshmen Registration and Orientation program; presented campus involvement to incoming college freshmen, and presenting Resident Life information to student sessions

Senior Community Advisor

August 2014 – June 2015

Horizon Village, University of Wisconsin Oshkosh; Oshkosh WI

- Worked in the first suite style, upper classmen residence hall on campus
- Hired, trained, supervised, and evaluated desk staff of 12 desk workers on procedures and protocol
- Budgeted a yearly desk fund of \$300 for front desk supplies and needs
- Resolved resident conflicts for a floor of 50 residents and a community of over 300
- Communicated current and changing information to desk staff and residents as needed

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- Confronted maladaptive behaviors to foster community growth and set precedence for community standards
- Mentored new staff members in regards to aspects of the community advisor position such as confronting policy violations, floor programming and using MAP-Works
- Utilized MAP-Works to program to residents specific needs
- Carry out duty responsibilities such as security rounds for the building community to enforce residence hall policies
- Attended weekly staff meetings and monthly staff training and development programs

Community Advisor

August 2011 – May 2014

North Scott Hall, University of Wisconsin Oshkosh; Oshkosh, WI

- Programmed for over 600 residents and served a floor community of 35 residents
- Effectively worked and collaborated with a staff of 18 Community Advisors
- Utilized MAP-Works to program to the specific needs of residents and floor community
- Inclusively related with all genders in a mixed wing community
- Performed peer mediations for roommate conflicts and other disagreements between residents
- Carried out duty responsibilities such as working security station and performing security rounds for the building community to enforce resident hall policy
- Attended weekly staff meetings and monthly staff training and development programs to further develop as a Community Advisor

RELATED EXPERIENCE

Youth Leadership Oshkosh

February 2016

Oshkosh Chamber of Commerce; Oshkosh, WI

- Coordinate with the Youth Leadership Oshkosh (YLO) program to facilitate the on-campus visit of local high school students
- Recruited student leaders from various departments at the University of Wisconsin Oshkosh to serve as “Buddy’s” and tour guides for students in the YLO program
- Communicated dietary needs to Sodexo and organized student meals for the day
- Positively educated high school students on the importance of student involvement in college

PRESENTATION EXPERIENCE

WCPA 2016 – “Going Beyond the Basics”

October 2016

CA Training 2016 – “Procrastinators Unite...Tomorrow...”

January 2016

CA Training 2016 – “Overcoming Technological Barriers”

January 2016

CONFERENCE EXPERIENCE

WCPA – Student Affairs 101 – Attendee – Wisconsin Dells, WI

October 2014

WCPA 2015 – Fall Conference - Attendee – Wisconsin Dells, WI

October 2015

NACURH 2016 – Advisor – University of Delaware; Newark, DE

June 2016

WCPA 2016 – Fall Conference - Presenter – Wisconsin Dells, WI

October 2016

WCPA – Student Affairs 101 – Advisor – Wisconsin Dells, WI

October 2016

WCPA 2017 – Fall Conference - Attendee – Wisconsin Dells, WI

October 2015

AWARDS

Team Player of the Year – Horizon Village Staff – Oshkosh, WI

May 2015

Team Player of the Year – North Scott Staff – Oshkosh, WI

May 2012; May 2013; May 2014

Honor Roll – Oshkosh, WI

December 2010

COMMUNITY INVOLVMENT

Youth Leadership Oshkosh – Guide/College “Buddy”

February 2014; February 2015

Volunteer at Salvation Army - Over 150+ hours of service – WI

September 2011 – Present

STRENGTHS QUEST

1) Consistency

2) Includer

3) Achiever

4) Harmony

5) Responsibility