

JEDIAH DEAN CUMMINS

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INPUT | LEARNER | ANALYTICAL | ARRANGER | ACHIEVER

EDUCATION

TEXAS TECH UNIVERSITY (TTU), LUBBOCK, TX

Master of Business Administration, Rawls College of Business – GPA: 3.75/4.00

8/2010 – Present

Master of Education, Higher Education Administration – GPA: 4.00/4.00

8/2008 – 5/2010

- Internship in Student Judicial Programs (Student Conduct Program)

UNIVERSITY OF NORTHERN COLORADO (UNC), GREELEY, CO

Bachelor of Science, Physics – Computer Science – GPA: 3.75/4.00

8/2003 – 8/2008

HIGHER EDUCATION EXPERIENCE

RESIDENCE LIFE COORDINATOR

6/2011 – Present

TTU – University Student Housing, Lubbock, TX

- Co-coordinate overall administration of complex with 808 co-ed students
- Supervise full-time Senior Office Assistant and a Graduate Hall Coordinator (Graduate Student)
- Train and supervise 18 Community Advisors (CAs) and recruit, select, and train 8 Student Assistants;
- Maintained complex in collaboration with Housing facilities staff, communicating work orders needs, and planning short and long term renovations
- Develop partnerships with dean, chairs, faculty advisors, and student service areas to increase living and learning experiences for approximately 70 students in the Education Learning Community
- Adjudicate alleged violations of the Code of Student Conduct in one on one hearings with students
- Budget approximately \$10,000 of complex finances
- Organize and participate in on-call rotation serving one area of campus with 3,500 students
- Implement MAP-Works program to assist with retention of 435 first-time first-year students with a 100% completion rate in the complex
- Coordinate summer operations including reservations of space, scheduling, and other housing needs
- Cooperate with food services, information technology, facilities, and identification office to create a seamless experience for summer clients

GRADUATE ASSISTANT FOR ENVIRONMENTAL MANAGEMENT AND SOCIAL MEDIA

5/2010 – 6/2011

TTU – University Student Housing, Lubbock, TX

- Established department social media presence and policies on Facebook, Twitter, YouTube, and Flickr
- Created and curated web content to inform students and parents about Housing programs and services
- Tabulated longitudinal social media data to drive change in department's electronic communications
- Supervised Student Assistant for Residence Life Cinema Channel, develop and produce video content
- Facilitated implementation of electronic package tracking system
- Worked in tandem with other campus offices to implement campus-wide Foursquare partnership

NASPA TECHNOLOGY KNOWLEDGE COMMUNITY (KC), CHAIR

3/2010 – Present

Student Affairs Administrators in Higher Education (NASPA), Washington, D.C.

- Generate knowledge relating to technology in student affairs through articles, research, and discussion
- Coordinate communication across national KC team of ten members in geographically diverse locations
- Use assessment results to guide practice for future conferences
- Create good practice guidelines to help others direct program improvements

SUMMER CONFERENCES GRADUATE ASSISTANT

5/2009 – 8/2009

TTU – University Student Housing, Lubbock, TX

- Co-supervised Summer operations for 536 in complex with suite style rooms and apartments

GRADUATE ASSISTANT FOR LEARNING

7/2009 – 5/2010

TTU – University Student Housing, Lubbock, TX

- Worked with faculty to develop large scale Last Lecture event with attendance of up to 200 students
- Co-advised the Residence Halls Association to promote student leadership to 6,800 students on campus
- Budgeted approximately \$50,000 of student organization finances

- Assessed 19 Learning Communities and 6 Freshman Interest Groups quantitatively and qualitatively
- Trained, supervised, and evaluated bi-annually 1 Senior Community Advisor (SCA) for LEARNING
- Introduced Leadership Learning Communities, integrating community across 2 complexes
- Revitalized and instituted Multicultural Advocate with team position to promote social justice

SUMMER CONFERENCES GRADUATE ASSISTANT

5/2009 – 8/2009

TTU – University Student Housing, Lubbock, TX

- Co-supervised Summer School operations for 536 in complex with suite style rooms and apartments

GRADUATE HALL COORDINATOR

7/2008 – 8/2009

TTU – University Student Housing, Lubbock, TX

- Co-Coordinated overall administration of 3 building complex with 880 co-ed students
- Hired and trained a staff of 17 CAs and 1 SCA; directly supervised 6 CAs, evaluated bi-annually
- Advised Complex Council emphasizing the development of programming and student involvement

Committees

- Professional Staff Recruitment, – *Departmental Committee* 8/2011 – Present
 - Recruit housing professional staff including marketing and document development
- Professional Staff Training & Development, – *Departmental Committee* 8/2010 – 5/2011
 - Develop structure and format for Housing Operating Procedures Manual
- Professional Staff Training & Development, – *Departmental Committee* 8/2010 – 5/2011
 - Develop structure and format for Housing Operating Procedures Manual
- Educational Curriculum, *Member – Departmental Task Force* 10/2008 – 10/2009
 - Updated first six week curriculum and developed individual interaction log
- 2009 Big 12 Housing Conference, *Programming Chair – Departmental Committee* 10/2008 – 10/2009
 - Scheduled 15 Programs, 11 Roundtables, and 7 Tours for 137 attendees
 - Recognized presenters, assessed programming, developed training material for the future
- Student Staff Recruitment, *Member – Departmental Committee* 10/2009– 5/2010
 - Implemented online application system recruiting over 200 applicants
- Student Staff Training, *Member – Departmental Committee* 5/2009 – 5/2010
 - Shaped enhanced development model for 140 student staff members

CO-STUDENT COORDINATOR FOR NEW STUDENT ORIENTATION

9/2007 – 7/2008

UNC – Academic Support & Advising, Greeley, CO

- Oversaw multiple two-day freshman and one-day transfer student orientations, attended by 525 students, families, and guests, with Director, Coordinator, and co-Student Coordinator
- Recruited, selected, and trained 25 Orientation Leaders in topics such as tours and academic advising
- Work in tandem with other critical campus offices to implement campus wise Implement University
- Managed the printing and publication of daily schedules and other materials

MEMBERSHIPS AND INVOLVEMENT

- National Orientation Directors Association (NODA) Fall 2010 – Present
- Student Affairs Administrators in Higher Education (NASPA) Fall 2008 – Present
- Association of College and University Housing Officers International (ACUHO-I) Spring 2006 – Present

PRESENTATIONS AND PUBLICATIONS

- What the Student Affairs Professional Should Know About Apple iOS 5 October 2011
- Office 2010 Review Spring 2011 Newsletter
- Article: Getting Started with Social Media Winter 2010 SWACUHO Newsletter
- Presentation to Texas Tech Division of Institutional Diversity, Equity, & Community Engagement: Recruiting and Retaining Disadvantaged & First Generation College Students Spring 2010

HONORS & AWARDS

- SWACUHO Case Study Competition Winner 2010
- SWACUHO Bob Huss Outstanding Graduate Student, Texas 2010
- Eagle Scout, Boy Scouts of America Winter 2002