

Shana L. Plasters

PROFESSIONAL EXPERIENCE

Director of Residence Life, Greensboro College, Greensboro, NC

July 2015 – Present

- Provide administrative and programmatic development for the Office of Residence Life including budgeting and supervision for 400 residential students, 3 graduate assistants, a Residence Life Coordinator and 17 undergraduate Resident Advisors
- Serve as a primary point of contact for all college student conduct cases, including adjudication
- Teach a required general education first-year seminar course and serve as academic advisor to 17 new students. Co-teach a career exploratory class, focusing on self-assessment and major and career exploration.

Part-Time On-Line Faculty – University College, Trident University, Cypress, CA

July 2015 – Present

- Teach on-line transition courses covering research, writing, academic integrity, goal setting and career development for new and continuing adult-student learners

Director of Greek Life, Elon University, Elon, NC

September 2009 – May 2015

- Provided administrative and programmatic development including assessment for the Office of Greek Life, which included 23 inter/national fraternity/sorority chapters with more than 2300 members, and 19 University owned and operated chapter houses with 192 residents. Increased membership by 35%, successfully chartered 3 chapters, and built 5 new residences with 62 new bed spaces
- Developed and implemented leadership training for officers, new members and other Greek Life community leaders, including hosting a Greek Leadership summit that included national partners, faculty/staff and students, and an annual Greek Leaders retreat
- Served as liaison and collaborated with student chapter presidents, inter/national fraternity/sorority offices, and alumni advisors related to chapter management, recruitment of new members, and risk assessment/management
- Managed student oversight of council budgets totaling more than \$175,000
- Supervised and managed 2 professional and 1 support staff member, and student worker staff; including successfully re-allocating budget to add a professional position responsible for increased programming efforts and leadership development
- Served on Students of Concern outreach team and in divisional on-call crisis management rotation

Sr. Director for Career Development, First-Year Experience, and the Slight Servant Leadership Program, Albion College, Albion, MI
September 2004 – September 2009; Promoted three times starting as Sr. Associate Director for Career Development

Career Development

- Advised students and alumni in areas of self-assessment, career exploration, and the job search process including counseling, interpreting assessments, and critiquing résumés and cover letters. Increased student traffic by 60% scheduled appointments, 140% walk-ins
- Coached students searching for internships, summer opportunities, and graduate/professional school options/admissions
- Supervised the administration of on-campus recruiting programs including recruiting employers and utilizing on-line web based program of employers, job seekers, and current internship and job openings. Increased on-campus employer recruitment from 15 to 27 employers, an 80% increase
- Developed and presented educational programs and resources related to career development for students, including the implementation of new programs and events targeted at student athletes, as well as specific majors in liberal arts, education and business

Leadership & Service

- Implemented new leadership program to provide leadership development and volunteer service opportunities to students, including assessment of all first-year students utilizing the Myers-Briggs Type Indicator® and hosting a sophomore retreat
- Facilitated leadership training, including group initiatives and assessment reflection, for more than 100 Resident assistants, First-Year Mentors, professional Residence Hall Directors, and other student leaders on an annual basis
- Developed and implemented the Competency Program to develop, coordinate, and assess participants' co-curricular learning in the areas of self-directed development, service, leadership, and global diversity cultivation

First-Year Experience

- Selected, trained, and supervised 35 upper-class student mentors responsible for facilitating weekly association meetings, in conjunction with first-year seminars, for 500 first-year students on topics such as diversity, communication, and alcohol and other drugs
- Provided general advising of first-year students, including supplemental academic advising. Coordinated proactive interventions for academically or socially at-risk first-year and second-year students

Administrative Tasks

- Supervised 2 full-time and 2 part-time professional staff members and a full-time support staff member
- Managed operating budgets totaling \$95,000

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Director of Leadership & Organization Development, Elon University, Elon, NC

June 2002 – May 2004

- Coordinated comprehensive, 4-year, experiential, leadership program for 300 students; including advising student leadership team of 25, partnering with faculty members, and facilitating more than 20 different leadership workshops, including 2 leadership retreats
- Planned and facilitated development programs for more than 125 student groups; including hosting annual Leadership Development Institute, monthly leadership for lunch discussions, and an organizational consulting program
- Coordinated and managed Adventures in Leadership, a week long First-Year Summer Experience, utilizing teamwork models and outdoor challenges
- Instructed 1-credit, semester long, first-year orientation course and served as academic advisor for 17 first-year students

Assistant/Associate Director of Residence Life & Service Learning, Elon University, Elon, NC

February 2001 – May 2002

- Developed all recruitment plans, selection processes, and training for more than 50 Residence Life student staff, and planned training opportunities for student leaders involved in service
- Provided oversight for the learning communities and coordinated faculty/staff involvement in the residence halls
- Coordinated fall student conference and spring faculty/staff conference for North Carolina Campus Volunteers

University of Idaho; Moscow, Idaho

January 1995 – December 2000

With each position reclassification I assumed additional responsibilities, while maintaining oversight and coordination of previous functions

Assistant Director for Student Activities & Leadership, Idaho Commons/Union

July 1997 – December 2000

- Coordinated Student Media (bi-weekly paper, 100 watt 24-hour radio station, & yearbook) with budgets totaling more than \$444,000
- Supervised 3 additional professional staff members responsible for community service, student organization support, union programs, student media, and student government
- Oversaw student government and student union budgets totaling more than \$378,000

Interim Co-Director, Idaho Commons/Union

July 1999 – May 2000

- Administered daily operations for newly built Idaho Commons and Student Union Building with combined operating budgets of \$1.3 million, and a staff of 21 professionals and more than 150 student employees
- Served as facility liaison for Idaho Commons and Student Union construction projects; including developing and facilitating safety/security plans, university budget, management oversight structure, and coordination with university level Residential Campus Council

Coordinator, Co-Curricular Learning & Student Activities, Student Union

July 1995 – July 1997

- Determined and evaluated policies, programs, services and organizations related to Associated Students University of Idaho, campus activities, and leadership endeavors
- Developed and implemented comprehensive leadership programs and planned university wide events such as Fall Leadership Retreat, Student Achievement Awards, and 2, credited leadership courses
- Coordinated and supervised 3 professional staff and a graduate assistant responsible for Outdoor Programs, International Friendship outreach, Service Learning and Student Organizations & Leadership opportunities
- 1 of 3 Union management team members responsible for determining policies and a \$1.3 million dollar operating budget

Program Advisor, ASUI Productions and the Student Union

January 1995 – May 1995

- Advised student programming board and major campus-wide event committees including Homecoming, Mom's Weekend, Dad's Weekend and blood drive committees with a combined programming budget of \$114,000

Assistant Director, New Student Orientation

February 1996 – July 1996 & May 1995 – August 1995

Washington State University; Pullman, Washington

- Collaboratively coordinated 8, 2-day orientation sessions for 2,400 new students and 1,500 parents
- 1 of 5 central staff members responsible for support and training of 23 Orientation Counselors, including a credited leadership course

Interim Program Assistant, New Student Programs Washington State University; Pullman, Washington

August 1994 – December 1994

- Designed and coordinated Spring Orientation Session including planning and scheduling all activities and marketing the program

EDUCATION

Master of Science in Student Personnel Administration

University of Central Missouri, May 1994, 4.0/4.0

- Practicums in Career Development and University Marketing & Relations
- ACUHO-I summer internship at the University of Alaska Southeast

Bachelor of Arts in Communication, Photo Communication emphasis

Pittsburg State University (KS), May 1992, Cum Laude

- Photo-Editor and Writer for *The Collegian*, twice weekly student newspaper (1990-1992)
- Photo-Editor for *Kanza* Yearbook (1989-1990)
- Orientation Leader (1990-1992)
- Career Library Peer Advisor (1991-1992)
- Residence Hall Association President & NCC (1990-1992)

ADDITIONAL TRAINING

- Novak Institute for Hazing Prevention (2011)
- Myers-Briggs Type Indicator® Career Development training workshop (2007)
- Strong Interest Inventory® Qualifying Program (2005)
- Ropes Course facilitator training (Elon University)

PROFESSIONAL INVOLVEMENT AND COMMITTEES

- My Plan Education/Career Plan, Personality Assessment Presenter for First-Year Transition Courses (2012 – 2015)
- Professional Development Committee (2013-2015)
- Zeta Beta Tau Leadership Academy Faculty (2015)
- Zeta Beta Tau Expansion Team (2015)
- Elonthon, Dance Marathon Advisor (2009-2014)
- Student Life Staff Recruitment and Orientation Committee (2011-2013)
- Staff Representative, Media Board, Albion College (2006-2009)

COMMUNITY AND VOLUNTEER INVOLVEMENT

- Western Alamance Athletic Boosters Board
 - Vice President (2015-2016)
 - Secretary (2014-2015)
 - Member (2013-2014)
- Kappa Delta Sorority, Eta Chi Chapter Advisory Board Member (August 2015-Present)
- Kappa Delta Sorority, Faculty Advisor, Sigma Pi Chapter (2007-2009)
- Rotary Club of Albion, MI
 - Board Member (2008-2009)
 - Member (2006-2009)
- Junior League of Greensboro (2001-2004)
- Kappa Delta Sorority, Zeta Chi Chapter Advisory Board Membership Advisor & Housing Corporation, Vice President (1997-2000)
- Rendezvous in Moscow, Community Arts Board (1997-2000)
 - Program Committee Chair (1999 & 2000)

PROFESSIONAL AFFILIATIONS AND PRESENTATIONS

- American College Personnel Association (1993-1995, 2005-2009, 2012-2014)
 - Presenter, "Collaborative Interventions: Reconnecting relationships to discover Greek organization potential" (2012)
- Association of Fraternity and Sorority Advisors (2009-Present)
- National Association of Colleges and Employers (2004-2009)
- North Carolina College Personnel Association (2001-2003)
- NACA Pacific Northwest Regional Leadership Team
 - CO-OP Buying Coordinator (Jan. 1999-Dec. 2000) Idaho Unit Coordinator (May 1997-Jan. 1999)