

Beth Ostendorf

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Education

M.A. in Higher Education and Student Development

Taylor University, Upland, IN

May 2016

B.A. in Marketing and B.S. in Management-Systems

Taylor University, Upland, IN

May 2014

Experience

Assistant Director of Student Involvement

Franklin College, Franklin, IN

Aug 2018 – Present

- Train and equip student organizations in collaboration with the Center for Student Involvement team
- Advise the Student Entertainment Board and Student Congress as they plan campus events, represent the student body to the administration, and allocate student activity fee funds totaling \$105,000
- Plan and execute the Franklin College on the Town series to offer monthly opportunities for students to visit local and regional businesses and events
- Serve as a New Student Advocate by teaching 20 students in a first year seminar lab course and providing support in their transition to college

Resident Director

Indiana Wesleyan University, Marion, IN

July 2016 – May 2018

- Hired, trained, supervised, and evaluated a team of 8 student leaders
- Supported a 200-bed residence hall through budgeting, communicating with parents, connecting with campus partners, leading conduct meetings, and planning hall events
- Responded to student emergencies and facilities concerns by serving on-call for the residence hall and campus
- Collaborated with other resident directors to plan and execute events for 700 first-year students
- Chaired the student staff selection committee and coordinated hiring process for 100 resident assistants

Spring Break Service Learning Graduate Assistant

Taylor University, Upland, IN

Aug 2014 – May 2016

- Planned 8 spring break service opportunities for students each year including making travel arrangements, selecting team members, supporting team leaders, and organizing a preparation and debrief course
- Trained faculty, staff, and student trip leaders on travel, service, crisis response, and course development
- Co-led one service learning trip for 11 students to Indianapolis each year and one cabinet of 12 student leaders

Information Services Intern

Spectrum Health, Grand Rapids, MI

May 2014 – July 2014

- Worked with the employee portals team to support the implementation of Jive social business software
- Trained employees from multiple offices on how to use the new portal via in person group sessions
- Assisted with portal management tasks such as governing groups for teams within the healthcare system

Operations Intern

NeighborLink, Fort Wayne, IN

May 2013 – Aug 2013

- Supported the executive director through website management, phone calls, and other requested tasks
- Connected with churches, service groups, and volunteers to increase number of completed service projects
- Prepared and planned for NeighborLink events and campaigns to thank partners and market the organization