**Communication**

STAR

* Student Life And Career Development Center communicated with employers, students, Advisory Committee
* Utilized multiple methods of communication including email, phone, mass email, writing Employer Newsletter
* Communicated with undergraduates and graduate students
* Instructor in College of Business, Biology, Physics, and Agricultural Science
* Relate to this position

My Communication Goals

* Leverage technology and information systems
* Clear, easy to access data

**Leadership**

My Leadership Style

* Transformational Leadership
* Education and Positive Reinforcement
* Restorative Justice
* Observant make sure things are fair
* Importance of treating student workers well
  + Form for ideal scheduling
  + Open communication
* Create a fun environment
* I try to grow and improve everyday at this

STAR

* Four years experience managing teams in Student Life
* Managing the Advisory Committee
  + Director and Manager
* Managing and planning for multiple large events

This Position

* This position needs a combination of leadership to strive towards excellence and also management to handle the events and conference guests

**Diversity**

Important to Listen and gain knowledge and education

Course Work- MBA

Community Affairs Task Force

Disability Affairs Task Force

Instructor

Teaching Assistant

OSU Student Athlete Tutor

**Conflict**

The best strategy to deal with conflict is prevention

* Education staff
* Proper procedures to prevent common issues
* Build confidence in our policy and guidelines and be firm and fair when enforcing these

Rested, motivated and friendly staff makes a huge difference and this is directly on leadership to work towards   
Types of conflict could be between student workers, issues with supervisor

Most serious is with conference attendees

Examples

* Listen, get both sides, slowly implement change lead others to see reason for change

**Teamwork**

STAR

* Four years on teams in Student Life
  + Running large scale events
  + Small Events
  + Events with external departments
  + Events with employers
* Instructor who helped mediate group conflict
* I am very interested in group dynamics and always looking for ways to improve how groups function together

**Organization and multiple priorities**

STAR

* Rebuilt CDC Staff Drive
* Rebuilt Transportation Services Staff Drive
* Ability to manage large scale events
* Managed Graduate School, TA, Thesis, Research and teaching
* CV is full of managing multiple competing priorities

**Technology**

**My Goals**

Create an excellent experience for every attendee

Possibly create a digital brochure

Move as much as possible online to create easy access to all information related to

* Current events
* Future bookings
* Our Services

**My Questions**   
Will this position be fully up and running for the coming conference season this summer

The day to day of this position during summer and academic year

Current team size, new hires, training

How is the IT digital portion of this position handled and is there any new changes coming

Is the plans to grow

How are metrics currently analyzed and stored

What goals are currently underway and what future goals do we see

Where is the staff located and where would this position be located

An overview of current position holder and any information you feel could be useful to me