

Josiah Harris-Adam

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Highlight of Qualifications

- 8 years of experience in strategic planning, resource management, and supervision
- Seeking transition to a business sector position in customer-focused project management leveraging extensive client support and project coordination experience
- Basic proficiency in Python and HTML5/CSS3

Professional Experience

Lesley University, Cambridge, MA

Assistant Director of Student Activities, Office of Student Activities *2015-Present*
Management and Planning

- Serve as Acting Director of the Office of Student Activities for the 2016-2017 academic year
- Provide leadership and ensure project success from planning through execution for all undergraduate programming, including new student orientation for 500 undergraduate students each year
- Supervise and train professional staff and student employees
- Coordinate master calendar of programs and events

Project Facilitation

- Advise Undergraduate Student Government in representing concerns of the student body. Oversee allocation of student funds and provide ongoing training and support for student organizations
- Coordinate with faculty, undergraduate student government, and the county election commission to create voter registration and education programming
- Oversee 150 educational, social, and affinity-based events for undergraduate students

Accounting and Budgeting

- Administer departmental budget and student revenue accounts of \$750,000, and create new accounting and records systems for departmental reporting

Leadership Training

- Administer, revise, and teach Emerging Leaders leadership seminar on leadership theory, self-assessment, group dynamics, organizational diversity, and communication skills for 75 students in 6 course sections
- Advise student organizations, assist with event planning, and mediate conflicts between executive boards, members, and the undergraduate student body

Diversity and Inclusion

- Direct the CommonLYNX inclusion program, train and supervise 16 student peer educators, and implement annual retreat for 40 students
- Create programming for the entire university community on issues of diversity and inclusion in coordination with the Office of Multicultural Affairs and Student Inclusion

DePaul University, Chicago, IL

Department Advisor, Department of Art, Media, & Design *2010-2015*

Graduate Advising Intern, TRiO Student Support Services *2013-2014*

- Advised 300 student majors and minors regarding course scheduling, transfer credit application, course substitutions, and graduation planning
- Provided individualized academic support to students in need of disability accommodations or tutoring
- Developed new advising templates to encourage best practices for academic, career, and financial planning with accountability between students and advisors
- Provided holistic advising for 30 first-generation and low-income students, covering academics, career planning, financial literacy, mental health, and social/emotional development
- Co-taught interdisciplinary course for incoming students combining orientation information and academic topics in collaboration with faculty
- Provided crisis intervention support for students facing academic or financial challenges
- Produced and distributed a series of interactive instructional web videos teaching basics of financial literacy and budget planning for college students
- Hired, trained, managed, and evaluated a staff of 11 students across departmental areas
- Served as liaison to Public Safety and the Dean of Students on student conduct, safety, and wellness
- Managed budget of \$300,000
- Coordinated with faculty to revise and update course catalog, offerings, and degree requirements

Harold Washington College, Chicago, ILClerical Assistant, Registrar's Office *2009-2010*

- Designed and implemented an initiative to improve efficiency of student archives
- Assisted students and alumni with registration and enrollment records
- Audited graduation applications for degree conferral

Professional Development and Projects

Publications and Projects**Conference Presenter/Panel Chair**

- "Discomfort, Shame, and Shared Experience: Improving Inclusion Programs and Ourselves", 2016 NASPA Region I Conference
- "Multiracial/Multiethnic Mental and Spiritual Health and Development", 2014 Critical Mixed Race Studies Conference
- "Buying In: Engagement, Integration, and Development of First-Generation Students", 2014 DePaul University CSE Graduate Poster Conference

Leadership**Executive Board Member**, Staff Representative Advisory Council, Lesley University, MA *2016-Present*

- Advise the President of the university and university administration on subjects affecting staff

Member, Lesley University Diversity Council, Lesley University, MA *2015-Present*

- Organize campus-wide programming to further multicultural understanding, and advocate for the recruitment and retention of a diverse range of students, staff, and faculty

Chair, Internal Processes Subcommittee, College of Liberal Arts and Social Sciences Vision 2018 Technology Task Force, DePaul University, IL *2012-2013*

- Managed strategic planning meetings to discuss and evaluate college-wide use of technology
- Authored a white paper for the Dean recommending areas for future development

Executive Board Member, DePaul Student Counseling Organization, DePaul University, IL *2012-2013*

- Organized and operated a graduate student organization for peer support, co-curricular education, community engagement, and professional development

Member, Evaluation & Assessment Committee, Counseling & Special Education Graduate Student Poster Conference, DePaul University, IL *Spring 2012*

- Generated learning goals, designed evaluation tools, and assessed outcome data for graduate student presentations of capstone projects

Education

M.Ed. Counseling, DePaul University, Chicago, IL *2014***B.A.** Literature and American Studies, Marlboro College, Marlboro, VT *2009*