

Michael Loeffler

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Education

Master of Arts in College Student Personnel (CSP) Bowling Green State University (BGSU) Bowling Green, OH	May 2019
Bachelor of Science in Mechanical Engineering Purdue University West Lafayette, IN	May 2017

Work Experience

Assistant Director of Orientation Northeastern Illinois University (NEIU) Enrollment Services: Office of Admissions	Aug. 2019 – Mar. 2022
<ul style="list-style-type: none">▪ Executed 15+ one-day Orientation programs per year for new students by facilitating sessions and managing student staff▪ Utilized AdvancedFinds in Ellucian CRM to isolate specific student groups and integrated Excel sheets into ExactTarget to push email correspondence informing incoming new students of their orientation requirements▪ Served in a rotation for front desk coverage, employing great customer service to answer phone and walk-in inquiries▪ Hosted Orientation Leader (OL) information sessions to promote the position to prospective student leaders▪ Installed a group interview protocol to OL selection process to observe how candidates interacted with others▪ Selected and trained 15+ undergraduate Orientation Leaders per year for summer orientation programs▪ Spearheaded development of a virtual Admitted Student Day to guide students through key enrollment processes▪ Assisted with management of \$74,000 yearly budget and documented expenses to Office of the Associate Vice President▪ Oversaw program review of all first-year onboarding activities to determine vision for programmatic changes▪ Conceptualized new Placement Testing and Advising (PTA) Day to aid student transition and prevent summer melt▪ Created a shared Google Sheets database to capture and communicate capacities of advising groups for each PTA Day▪ Assembled and chaired Orientation Advisory Committee to coordinate with constituents regarding onboarding programs▪ Assisted in creating PTA communication workflow in Ellucian CRM to disseminate confirmations, FAQs, and follow-ups▪ Reimagined one-day orientation programming to maximize the student visit experience and allow for greater flexibility▪ Leveraged contracted technology platforms (VisitDays and Starfish) to streamline the student onboarding experience▪ Assembled a Campus Resource Guide featuring 25+ offices/departments to replace an in-person Campus Resource Fair	
Graduate Orientation Coordinator Bowling Green State University New Student Orientation	Aug. 2017 – July 2019
<ul style="list-style-type: none">▪ Oversaw weekend-long Fall Welcome program and 25+ one-day Orientation programs per year for incoming students▪ Advised, problem-solved, and resolved orientation-related issues to support students, parents, faculty, and staff▪ Welcomed 3,500+ first-year and transfer students and 6,000+ guests to campus per academic year▪ Facilitated Student Life presentations for 600+ first-year students and their guests during each Orientation program▪ Taught and developed leadership coursework for a 2-credit Orientation Leader (OL) and Team Leader training class▪ Drafted lesson plans, learning outcomes, and assessment measures for each week of the semester-long course▪ Facilitated conversations surrounding identity, microaggressions, privilege, marginalization, oppression, and intersectionality, to shape inclusive leaders that understand how their identities impact their work▪ Developed training curricula and facilitation guides for a two-day retreat and an intensive seven-day Orientation training▪ Engineered a new design for the 75-page OL training manual to make information easier to find, understand, and recall▪ Supervised 4 senior-level Team Leaders, 16 mid-level Orientation Leaders, and 125 entry-level Fall Welcome Leaders▪ Coordinated recruitment and selection of all Team Leaders, Orientation Leaders, and Fall Welcome Leaders▪ Created social media marketing materials via Canva and Adobe Post and ran @bgsuorientation instagram page▪ Utilized OrgSync to revise student leader application forms and create training materials for new student staff▪ Assessed and improved diversity and inclusion efforts within the New Student Orientation department▪ Collaborated on committees with campus partners to develop presentations and schedules for all new student programs▪ Utilized VisualZen orientation reservation system to manage student check-in process and track academic major data▪ Recruited and coordinated 30+ campus partners for Campus Resource Fairs via Google Forms and Excel Online▪ Coordinated all travel logistics for undergraduate NODA Regional Conference trips to Michigan and Ontario, Canada▪ Co-managed the \$175,000 New Student Orientation yearly budget and documented expenses to OrgSync▪ Updated the New Student Orientation website using the Adobe Experience Manager tool	

Work Experience (continued)

Co-Instructor & Assessment Coordinator for the Falcon Leadership Institute (FLI)

Aug. 2018 – May 2019

Bowling Green State University | C. Raymond Marvin Center for Student Leadership

- Co-instructed a semester-long, three-credit, leadership development course for first-year students designed around the relational and servant leadership models, including a weekend retreat, service projects, and mentorship initiatives
- Implemented course lesson plans and engaged with students in innovative and inclusive ways
- Supervised two undergraduate Teaching Assistants (TAs) and worked with them to determine desired goals for the experience, including which aspects of the course they would like to teach
- Distributed, proctored, and graded assignments including reading-quizzes, essays, projects, midterms, and final exams
- Developed and maintained the online Canvas course shell with assignments, announcements, and resources
- Spearheaded assessment efforts to determine the effects of FLI participation on students one, two, and three years out from the experience by surveying, via Qualtrics, the four cohorts of students available on campus
- Compiled and interpreted qualitative and quantitative data into a summative report of the assessment results

Student Orientation Committee Member

Sept. 2015 – Sept. 2016

Purdue University | Student Success Programs: New Student Orientation

- Served on a senior-level leadership team of 8 undergraduates that recruited, selected, and trained 600+ student leaders to welcome 6,000+ students to the campus community during Boiler Gold Rush (BGR), the welcome week program
- Designed emotional intelligence, diversity awareness, and multicultural competency trainings to create mid- and entry-level orientation leaders who are inclusive and foster genuine connections
- Wrote and directed a skit to illustrate situations that may arise in college and the resources available to help students
- Conceptualized a project called the “Worry Web” which challenged students to write insecurities on Post-It notes and to respond to peers with words of support, facilitating vulnerability and community-building
- Facilitated the move-in process of more than 800 students as Move-In Coordinator of a residence hall during BGR
- Mentored 12 mid-level Team Supervisors (TSs) who, in turn, each mentored 10 entry-level Team Leaders (TLs)
- Volunteered for Student Success Programs for a year and a half prior to this role as both a TS and a TL

Additional Related Experience

SafeZone Training (3 sessions: LGBTQ+ 101, Trans Inclusion, and Ally Training) | NEIU

Oct. 2020

Educational Development Committee, Case Study Co-Coordinator | NODA Region VII

Jan. 2019 – Mar. 2019

- Drafted the case study, reflecting contemporary issues and providing appropriate challenge to students
- Created preparation guides for judges, participants, and supervisors to communicate expectations
- Coordinated all logistics including assembling teams, scheduling presentation times, and assigning spaces
- Recruited and trained volunteer case study judges to evaluate presentations and determine award winners

Office of the Dean of Students: Professional Development Committee | BGSU

Sept. 2018 – May 2019

- Provided opportunities for full-time and graduate staff to develop professional competencies and increase knowledge of campus resources through formal all-staff meetings and informal brown bag lunch-and-learns
- Brainstormed essential topics for graduate trainings, developed content and delivery, and chose speakers
- Cultivated a sense of belonging, fun, and a unique office culture via themed birthday celebrations for staff

New Professionals in Transition (NPIT) Conference Planning Team | BGSU

Sept. 2017 – May 2019

- Collaborated with three other Co-Chairs in the planning and execution of the 27th and 28th annual NPIT conferences, which provided opportunities for CSP students to develop skills for the job search process
- Scheduled both phone/video and in-person mock interviews by pairing 70+ conference attendees with CSP alumni volunteers based on desired functional area, desired institutional size, and interviewer experience
- Selected and collaborated with keynote speakers to develop content pertinent to current student needs
- Managed all logistics, including catering, funding requests, room reservations, parking, and travel
- Created a digital conference program via the Guidebook app, including presentation times and locations

Presentations

- Conoley, K. & Loeffler, M. “We All Need Some Buddy to Lean On.” NODA Region VII Conference, **27 February 2016**, Indiana University Purdue University Indianapolis Campus Center, Indianapolis, IN.
- Faulkner, M. & Loeffler, M. “Exploring Why Students Are Exploring Other Options.” NODA Region VII Conference, **3 March 2018**, Michael DeGroote Centre for Learning and Discovery, Hamilton, ON.
- Garcia, R., Loeffler, M., & Loeffler, S. “VIP Access for All P’s: Improving Access in Orientation.” NODA Region VII Conference, **3 March 2019**, Curtiss Hall, University Center, MI.
- Garcia, R., Loeffler, M., & Loeffler, S. “VIP Access for All P’s: Improving Access in Orientation.” As part of a Webinar Series for NODA Region III, **30 April 2019**, Webex Connection.