

**SUZANNE WELKER**

6937 Salmon Creek Road, Williamson, NY 14589 / 315.576.3914 / [swelker4@naz.edu](mailto:swelker4@naz.edu)

March 23, 2013

Dan Greer – Area Director  
Center for Residence Life Apartment Area  
Rochester Institute of Technology  
113 Riverknoll  
Rochester, NY 14623

Dear Mr. Greer:

Diane Enerson, Higher Education Student Affairs Administration (HESSA) Director, provided me with information regarding your search for graduate assistantships in the Division of Student Affairs at RIT.

I have been recently accepted into Nazareth's new HESSA program. My background, professionalism, and enthusiasm make me an effective member for your team.

My goal has been to pursue a career in student affairs. I am very serious about completing my student affairs education and am most eager to learn as much as possible throughout an assistantship such as being offered at RIT. I am interested in working for RIT to gain practical experience and for the additional knowledge I will gain pertaining to my career field.

If you are looking for a graduate assistantship professional that is committed to the highest standards of performance, relates well with others, is self-directing and highly motivated, please contact me to arrange an interview session.

Thank you for your review and consideration; I look forward to meeting with you to discuss my qualifications in greater detail.

Cordially,

*Suzanne Welker*

Suzanne Welker

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### EDUCATION

Nazareth College, Rochester, NY <b>M.S. in Higher Education Student Affairs Administration</b> Newly Accepted	2013
University at Buffalo, Buffalo, NY <b>B.A. in Sociology</b>	1997
Monroe Community College, Rochester, NY <b>A.S. in Liberal Arts and Science</b>	1994

### AWARDS

Hall Council and member of the year	1996 - 1997
Inducted into the National Residence Hall Honorary Association	1996
Completion Walt Disney World College Program	1993

### EMPLOYMENT

Monroe #1 Boces, Fairport, NY <b>Work Skills Coordinator</b> Coordinated a community based functional strength program to prepare students for adult careers. Assisted with the development, implementation, and evaluation of student Individual Educational Plans (IEPs). Collaborated with teachers, service coordinators, parents, and paraprofessionals to assign vocational training tasks based on individual strengths.	1999 – 2011
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### RELATED EXPERIENCE

Alfred State College, Alfred, NY <b>Residence Hall Coordinator</b> Interviewed, trained, and evaluated a team of 8 resident assistants and 4 door guards. Addressed issues of personal mentoring, advising, conflict resolution, and ensured a safe environment in accordance with the student handbook. Connected students with campus and community programming to ensure a respectful and vibrant college culture.	1998 – 1999
University at Buffalo, Buffalo, NY <b>Resident Advisor/Orientation Aide/UB Star/President Fargo Hall Council</b> Assisted with New Student Orientation. Trained in Academic Advisement to assist new students with scheduling classes, admissions procedures and addressed program specific questions. Called perspective students and answered new student questions. Advocated for over 3,200 student residence concerns to the college faculty, and administration. Provided high quality educational programs that were accessible to all students.	1995 - 1997
Walt Disney World Company, Lake Buena Vista, Fl. <b>Walt Disney World College Program</b> Chosen from an international selection process, to participate in the living, working, and learning experience of the Walt Disney World College Program. Attended leadership and business seminars designed to teach management philosophies of the Walt Disney World Company. Provided high quality guest services to park guests from all over the world.	1993