

Melissa M. Masline

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(585) 424-0431

University Address:
137-C Perkins Green Rd.
Rochester, N.Y. 14623

Permanent Address:
18 Random Knolls Dr.
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Education: Bachelor of Science in Psychology, May 2013
Rochester Institute of Technology, Rochester, N.Y.
Minor in Communication
GPA: 3.66/4.00

Languages: Proficient in American Sign Language

Related Experiences: University Studies Program (USP), Rochester, NY
Office Assistant to the University Studies Program

- Prepared appointments for academic department
- Scheduled and organized all department events
- Gathered and Analyzed data based on students in program

January 2012 – November 2012 (Spring Co-Op, finishing project)

Rochester Institute of Technology Admissions Office, Rochester, NY
RIT Student Ambassador

- Gave Campus Tours
- Greeted and Interacted with Prospective Families
- Answer questions regarding the University
- Team Environment
- Public Speaking

May 2011-present

University Studies Program Ambassador
USP Student Ambassador

- Sit on panels
- Representative for the University Studies Program
- Speak with families individually and on panels
- Advocate for the Academic Program

December 2009 - present

Rochester Institute of Technology Peer Mentor
Peer Mentor

- Interact with first year students on weekly basis
- Contact person for questions or concerns
- Set up demonstrations
- Express ideas orally to individuals and groups

September 2010- Fall 2012

Professional NASPA Member

Membership:

Activities: Psychology Student Society: President (Fall 2012 - Present),
Treasurer (Fall 2011- Spring 2012)
Club Ultimate Frisbee Team Member (Fall 2011 – Spring 2012)
RIT KanJam: Treasurer (Spring 2009 – Spring 2012)

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Wednesday, March 27, 2013

Rochester Institute of Technology
Student Affairs Assistantship Positions
Lomb Memorial Drive
Rochester, NY 14623

To whom this may concern,

Please accept this as my application for the Graduate Assistantship Positions in Student Affairs at the Rochester Institute of Technology. I am a current student in the Higher Education Program with a focus in Student Affairs at the University of Rochester

As an undergraduate student I took advantage of many different opportunities including living in the residence halls, working in admissions, being an ambassador for my academic program, being a peer mentor as well as serving on the executive board for two of the clubs I helped lead. As a student who lived in the residence halls as an undergraduate, I learned how beneficial residence life was to my overall student experience. Throughout many experiences working on campus, I learned the importance of communication. Between my campus jobs of working in the Undergraduate Admissions Office as a Student Ambassador, and the University Studies Program Office where I worked as a coordinator to the program, I developed my effective communication skills. It was important to understand where and when the advisors were available for what tasks. With three years experience of being on an executive boards for two different clubs, KanJam and the Psychology Student Society, I learned how to lead others and plan and organize events. These events included planning large-scale tournaments, bringing in speakers from other schools, and organizing current event talks. I have some experience giving advice to students. As a Peer Mentor, I was a student resource in a class of about 30 freshmen, available for them to ask any questions about campus life or any other concerns they had as they became acclimated to their new surroundings at college.

I am excited to have the opportunity to talk with you more about how I could be an asset to the Student Affairs Team at the Rochester Institute of Technology. I am available by phone at 585-424-0431 or by email at mmm7350@rit.edu anytime during the day.

Sincerely,
Melissa M. Masline
mmm7350@rit.edu
(585) 424-0431