**RIT Student Affairs Assistantship Hiring Committee**

**One Lomb Memorial Dr, Rochester, NY 14623**

Dear Hiring Committee,

My Name is Melissa Waughtel, and I write to express my interest in a few of you open Graduate Assistant positions in Student Affairs. I am a Resident Assistant with a strong background in working with all types of students, and I am on track to receive my Bachelors Degree from The College at Brockport State University in May of 2013. I have filled my four years, on and off campus, with an immense amount of experience as a Resident Assistant, summer camp supervisor, Office Assistant supervisor, and an intern with both Residential Life and the Student Union and Activities. A handful of your available Assistantships are well-suited for me, as my extensive involvement with the Brockport Student Union, my live-in experience; self-motivation, my strong organizational skills, and my ability to create a safe and supportive environment match your search criteria.

I have had the privilege to create and organize many successful programs such as; a charity event for the National Breast Cancer Foundation, a collaborative weekly sports promotions event with aim to bridge the gap between athletics and the Student Union, a dedication ceremony in the Student Union for the building’s namesake (set for Fall 2014), and countless other hall, building, and campus-wide programs. My undergraduate experience is the sole drive behind the enthusiasm I posses for working with a diverse student body on a college campus. I aspire to spend my career working in Student Affairs and Higher Education, as it is where my true passion lies.

Throughout my live-in experience as a Resident Assistant, I’ve been privileged to work with a unique and diverse variety of freshman and upper-class college students. I’ve learned to adapt and adjust my ideas, programming, and attitude to meet the needs of my residents and fellow staff members. I’m able to think outside of the box and encourage others to do the same. I pride myself in always keeping a smile on my face even when things get a little overwhelmed. My willingness to take on new tasks and experiences makes me an inimitable member of any team.

My experience supervising eight Office Assistants, seven Night Desk Attendants, and a summer camp of eight has allowed me to flourish and develop into a stronger leader able to interact with peers and supervisors. I have harvested desirable skills in communicating effectively with a large and small staff, delegating responsibilities evenly and purposefully, and most importantly creating a nurturing and safe environment for all staff members to grow and succeed.

My personal desire to encourage others, as well as being intrinsically motivated, drives me to be creative every chance I get and strive to be improve with every new task. My amazing opportunities working with all areas of Student Affairs during my undergraduate years have inspired my career goals. I would be a perfect addition and strong asset to your RIT team in any department of Student Affairs.

Thank you for your consideration.

Sincerely,

Melissa Waughtel

**Objective** To Obtain an Assistantship at the Rochester Institute of Technology

**Education**

The College at Brockport, State University of New York Anticipated, *May 2013*

*Bachelors of Science in English Literature, (3.18/4.0)*

**EXPERIENCE**

**The College at Brockport, State University of New York Brockport, New York**

***Townhome Assistant***  *May 2012- May 2013*

* Implement meaningful programs within an apartment style community and holding 10 office hours/one night on duty per week
* Interview, train, and supervise student employees; managing time sheets, scheduling, shift switches, and overall success of office
* Planned autumn themed series in October; Fall Crafts, Pumpkin Carve/Seed Night, Door Dec Competition, Spooky Raffle.
* Create/Implement purposeful and educational community builders for my hallway, suite- style building, and campus-wide
* Completed weekly meetings, reports, maintenance requests, and other administrative duties requested by supervisor

***Internship with Student Union and Activities*** *Fall 2012- May 2013*

* Reviewed and revamped departmental learning/operational outcomes, met with Assistant Director and Director to present them
* Experience with social media, including responsibilities for maintaining and updating Union Facebook Page
* Helping plan/implement programs within the Union inside and outside of weekly office hours

***Internship with Residential Life and Living Learning Communities*** *May- June 2012*

* Completed Assessment Report of data collected during RA exit interviews of previous year and reported to Assistant Director
* Checked-in/ gave tours to Graduate Assistant Interns for Student affairs, as well sharing campus-wide Duty with another intern
* Helped revise RA and RD programming requirements for the upcoming year

***Resident Assistant*** *May 2010- May 2012*

* Provided diverse group of Freshman residents with a positive support system and tools to guide them through their first year
* Collaborate and help support staff of seven RAs, as well as managing staff development both years (2010/2011)
* Properly reported and effectively handled a wide variety of crisis situations while on and off duty in residence hall
* Received Awards/Recognition: Staff MVP(2010-11), President’s List(2010), 4 C’s Staff Award (2011-12), Green Leadership Program(2011)

***Zumba Instructor in Campus Recreation*** *January 2011-May 2013*

* Planned and Implemented a “Zumbathon” to raise money for National breast Cancer Foundation
* Ensure Safety of Group Exercise participants, arrive early to each class to check the dance area/sound system to allow for successful class

**Conferences**

**Presented:** Cortland Conference ‘11, Brockport RA Conference ‘12, CSPANY Syracuse ‘12, Brockport RA Conference ‘12 (Case Study)

**Attended:** Brockport RA conferences(2010-2012), NASPA 2011 at Brockport, Brockport Leadership Conferences (2010,2011), NYLEC Conference at Hilbert College ‘12, Assessment Consortium at RIT ‘12

**Committees**

RA & RD Training Planning ’12, Living Learning Communities Coordinator Search ‘12, Resident Director Search ’12, Tunnel of Oppression ’12 &’13, Homecoming Weekend/ Spirit Week ’12 , Family Weekend ‘12, Senior Week ‘13, Seymour Union Dedication ’12, Student Experience Team ‘12

**Gates Recreation and Town Parks Rochester, New York**

***Supervisor*** *(Summer Camp)*  *May 2011- August 2012 (seasonal)*

* Responsible for ensuring safety/well being of all staff, participants, and overall success of my site for the summer
* Successfully handled two major crisis situations while not alarming children or staff members that were not involved
* Report to director; handed in time sheets, incident/injury reports, weekly supervisor meetings, weekly schedule, request supplies
* Other Responsibilities; Completed Staff evaluations, handled staff concerns/conflicts, yielded parent’s concerns, made camp fun!

***Assistant Supervisor*** *(Summer Camp) May 2010-May 2011 (seasonal)*

* Ensure that Leaders are; Following all rules, leading games equally, taking proper breaks, and report concerns to the Supervisor

***Leader*** *(Summer Camp) May 2008- May 2010(seasonal)*

* Create new activities as well as make old games interesting and care for well being of participants grades 3rd-5th grade
* Complete administrative duties; time sheets, complete injury reports, attend weekly staff meetings, report to Assistant Supervisor

**Gates Chili Colorgaurd Patriots Bingo Hall Rochester, New York**

***Director of Junior Colorguard*** *May 2009- January 2012*

* Utilized personal creativity to design routine, costumes and overall performance
* Reported to Organization Director; advised and evaluated the two assistant instructors
* Responsible for safety and coordination of team consisting of 3rd-7th grade girls

***Assistant to Director of Junior Colorguard*** *July 2007- April 2009*

* Regularly met with Director to discuss the schedule, choreography and overall progress of the routine
* Developed sections of the choreography and designed hair/makeup to enhance the costumes