

Jessica E. Wilson

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EDUCATION

Master of Arts in Higher Education Student Affairs

May 2016

The Ohio State University, Columbus, Ohio

Bachelor of Arts in Communication Studies; Minor: Leadership Studies

August 2014

Texas State University, San Marcos, Texas

Magna Cum Laude

National Student Exchange Program

August 2013 – May 2014

Kent State University, Kent, Ohio

HIGHER EDUCATION/STUDENT AFFAIRS EXPERIENCE

Graduate Administrative Associate, *Office of Student Life – Sorority and Fraternity Life*

January 2015 – Present

The Ohio State University, Columbus, Ohio

- Serve as graduate advisor to the National Pan-Hellenic Council consisted of 6 chapter presidents and the Multicultural Greek Council consisting of 4 executive members and 10 chapter delegates
- Implemented Social Change Model curriculum to empower council officers to be change agents within the community
- Conducted performance evaluations with chapters and individuals focusing on member engagement and scholarship
- Manage a program, Buckeye Fraternal Citizen Series, that allows students to reflect on their Greek experience
- Coordinated travel and scheduling for 30 chapter and council officers for the Association of Fraternal Leadership & Values Central conference

Graduate Administrative Associate, *University Honors & Scholars Center – Health Sciences Scholars*

August 2014 – Present

The Ohio State University, Columbus, Ohio

- Co-manage a co-curricular, living-learning program for 500 high-achieving students interested in health and related careers; provide students with resources and support for their academic and social success
- Aid with class creation and instruction of first-year seminar for 165 students during fall semester
- Advise leadership council composed of 14 students; facilitate leadership development and support logistics for 1-3 weekly events planned for 500 students within the Health Sciences Scholars program
- Oversee leadership council selection process including resume review and candidate interviews to select new members
- Assist with admission process to yield approximately 150 students from 630+ applications through holistic review
- Provided one-on-one advising to students and presented referrals where necessary, in the areas of career exploration, academic planning, academic success and mental health issues

ACUHO-I Summer Intern, *Office of Residential Living*

May 2015 – August 2015

Georgetown University, Washington, D.C.

- Managed and provided direct oversight of large-scale programs with a budget of \$45,000 allocated for Friday and Saturday night programming for 1,500 summer pre-collegiate students; also contracted vendors for weekend programming
- Collaborated with 6 graduate interns on training and supervision of 30 undergraduate resident assistants
- Provided direction and support for a staff of 5 resident assistants
- Adjudicated conduct meetings and assigned appropriate sanctions for summer high school students
- Served on the Residential Living professional staff on-call rotation

Intern, *Center for Student Involvement*

August 2013 – August 2014

Kent State University, Kent, Ohio

- Assisted with departmental assessment projects by constructing a comprehensive summary of qualitative data regarding the Kent Student Center's renovation efforts
- Planned and executed four campus-wide events with a \$2,000 budget per event with Kent Student Center Programming
- Co-supervised a staff of seven undergraduate student leaders in a pilot mentoring program, Peer Involvement Advising
- Served on departmental and university committees to increase student involvement in university-wide decisions
- Conducted weekly research projects related to programming, marketing, and facilities
- Directed two leadership workshops on leadership development and diversity

Peer Mentor, *Personalized Academic and Career Exploration, Mentoring and Academic Coaching*
 Texas State University, San Marcos, Texas

August 2012 – August 2013

- Supported and mentored 45 students in one-on-one meetings with an individualistic approach
- Worked with 20 academically at-risk students to improve their academic performance
- Counseled students to set realistic academic goals by creating a document to track individual grades with the goal of increasing overall GPA
- Assisted in helping students acclimate to the university during their first year of college
- Hosted and promoted weekly academic events on topics including registration, study tips, and general campus knowledge
- Completed College Reading & Learning Association's International Mentor Training Program Level 3/ Master Certification (IMTPC)

Orientation Leader, *Office of Undergraduate Admissions, New Student Orientation*
 Texas State University, San Marcos, Texas

February 2011 – February 2013

- Educated more than 4,400 students on Texas State resources such as academic, safety, and health services through an interactive presentation
- Assisted more than 2,400 new students with strategic course selection in the formal registration process
- Recruited new orientation leaders during the fall semesters through tabling, interest meetings, and in-class announcements
- Assisted in the intensive training of 27 new orientations leaders during spring semesters
- Collaborated with various offices and departments to provide an informative and personalized experience for the incoming students and their guests
- Mediated minor conflicts throughout the orientation sessions for students, guests, and advisors

Registration Chair

May 2012 – August 2012

- Trained, mentored, and encouraged a staff of 35 students with various levels of experience through the registration process
- Supported academic advisors when resolving registration errors while supervising three registration labs accommodating 15-20 students each

Senior Career Associate, *Career Services Center*
 Texas State University, San Marcos, Texas

January 2011 – February 2013

- Liaison for the Employer Relations staff communicating with employers and prospective employees
- Managed over 500 employer contacts within the Jobs4Cats database
- Served students and alumni by organizing and promoting 16 annual job fairs and informational sessions
- Compiled statistics from annual job fairs to analyze the department's development and assessment strategies

CAMPUS INVOLVEMENT

Fellow, *NASPA Undergraduate Fellows Program*

August 2012 – July 2014

- Participated in a year-long mentoring and professional development program specializing in multicultural and underrepresented undergraduates interested in Student Affairs/Higher Education
- Selected to attend the Dugny Leadership Institute at Iowa State University (June 2013), a five day in-depth leadership development experience, providing preparation for graduate work in student affairs/higher education
- Presented a case study, "Exercise of Religion Among Student Staff," focusing on freedom of speech and expressing religion for students who also work for a public institution

PROFESSIONAL AFFILIATIONS

- Ohio College Personnel Association
- Association of College and University Housing Officers – International
- Delta Sigma Theta Sorority, Incorporated
- Association of College Unions International
- National Association of Student Affairs Administrators

December 2015 – Present

December 2014 – Present

April 2014 – Present

November 2013 – Present

August 2012 – Present

CONFERENCE PRESENTATIONS

- National Association of Student Affairs Administrators (NASPA) Annual Conference
 - "Where Are They Now? Narratives of NASPA Undergraduates Who Found Their Way."
- Kent State University Leadership Conference
 - "The Four Temperaments: Find out the REAL you!"
 - "Understanding Your Peers through Behavioral Communication"

March 2015

January 2014