

Joni Wiley

Unit #0916 • 402 W. College • Ada, OH 45810

Cell Phone (913) 683-9221 • jonellwiley@gmail.com

PROFESSIONAL SUMMARY

Ambitious, creative, and dedicated individual looking for an opportunity to contribute to a progressive organization as a generalist in the field of Higher Education. Brings knowledge, organizational, communication and problem-solving skills to the workplace.

EDUCATION

MA in College Student Personnel

Bowling Green State University, Bowling Green, Ohio

Graduation: May 2014

BSW in Social Work

Washburn University, Topeka, Kansas

Graduation: May 2012

HIGHER EDUCATION EXPERIENCE

Office of Student Involvement, *Ohio Northern University* – Ada, OH

-General Responsibilities

August 2012-May 2014

- Interacted and maintain a collaborative working relationship with all staff within the Ohio Northern Student Affairs Division, student leaders, and others throughout the college community
- Collaborated with Director and Assistant Director to plan and implement special projects within the office/division
- Assisted with presentation development, providing opportunities for the growth of students through the encouragement and support of educational and social programs within the community; and providing leadership and advisement of programs
- Encouraged and promoted competent leadership, effective self-governance, appreciation of multiculturalism, and responsibility for individual/group student actions

-Leaders' Council Co- Advisor

August 2012- May 2014

- Advised council through bi-weekly general body meetings and bi-weekly one on one meetings with president
- Assisted with the soliciting and interviewing of potential Leaders' Council Members
- Oversaw the coordination and implementation of Fall Retreat, the Annual Networking Dinner, Leadership Week, and all other events
- Served as the webmaster and financial advisor for the Leaders' Council

-Up Til Dawn Advisor

August 2012- May 2014

- Established a solid relationship between ONU's Up Til Dawn chapter, St. Jude, and Ohio Northern University
- Provided knowledge of campus resources/funding, campus contacts, and community constituents
- Advised council through weekly board meetings and weekly one on one meetings with Executive Director
- Oversaw and supervised organizational activities, including recruiting and soliciting student participants, public relations campaign, sponsorship from outside companies, and implementation of the All Night Challenge Event

-Good News Bear and Orientation Leaders Advisor

March 2013- May 2014

- Assisted with the soliciting, and interviewing of over 60 Good News Bear applicants and over 40 Orientation Leader applicants
- Co-created and implemented the Orientation Leader training, retreats, and Opening Weekend
- Conducted professional development sessions during the Fall Retreat for the Orientation on topics such as; Impact of Orientation, Frequently Asked Orientation Questions, Working with Parents and Families, teambuilding, motivation, etc.
- Co-coordinated with implemented Opening Weekend

-Student Affairs Response Team Member

August 2012- May 2014

- Provided compassionate and timely response and services to students and other members of the University community in times of crisis or trauma.
- Responded to both individual and community crises and, when appropriate, serves as a communication link to the entire University when such events occur.
- Coordinated and maintained effective plans for responding to crises
- Maintained regular communication with various offices and individuals throughout campus
- Served on call duty rotation to assist in policy enforcement and campus crises as a first responder following established protocol and providing thorough documentation

-Interfraternity Council and Fraternity Advisor

August 2012- January 2014

- Served as the main advisor for the Interfraternity Council and 5 social fraternities
- Organized and facilitate leadership and educational programs, retreats, and workshops including Interfraternity Council officer transition retreat, living your values programming, SWOT analysis, etc
- Connected and collaborated with fraternity members, new members, local community, and inter/national organizations
- Advised fraternities and Interfraternity Council through weekly meetings with council and chapter presidents

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- Advised and supervised programming within recruitment efforts, new member education, awareness of timely and social issues, judicial responsibilities, elections, officer training, awards/recognition events, university-wide events, etc. Including Association of Fraternal Leadership & Values Awards & Assessment program, the Ohio Northern Standards of Excellence program

Office of Multicultural Development, *Ohio Northern University* – Ada, OH

-Office of Multicultural Development Intern

January 2013- May 2014

- Organized and facilitate leadership and educational programs, retreats, and workshops for 8 Multicultural Development Student Organizations
- Provided knowledge of campus resources/funding, campus contacts, and community constituents
- Served as an advocate and mentor for the interests, needs, and rights of 60 Dimension Award Scholars
- Advised 60 Dimension Award Scholars through semesterly one on one meetings
- Worked with 60 Dimension Award Scholars to build skills and abilities to assist them in succeeding in college
- Served as a resource, liaison, and facilitator for students with questions concerning campus life, programs, services, co-curricular activities, etc.
- Collaborated with Director of Multicultural Development and International Services Coordinator to plan and implement special projects and programs within the office/division such as Unite For Awareness Week, Black History Month, International Student Orientation, etc.

Center for Advising & Student Transitions, *Montclair State University*- Montclair, NJ

-NODA Graduate Intern- Peer Leader Supervisor

Summer 2013

- Assisted with all phases, coordination, and implementation of 22 New Student and Transfer Student Orientations: set-up, logistical operations, check-in, informational sessions, and academic advising and registration
- Supervised 19 Peer Leader staff members and coordinated 2 weeks of summer training sessions
- Facilitate various professional development, team building, and motivational training for Peer Leaders
- Provided advisory support and live-in supervision for 19 Peer Leaders
- Supported peer leaders/residents regarding academic success, mental health concerns, and conflict resolution
- Organized End-of-Summer Awards Banquet for 60 university staff members, peer leaders, and campus constituents

CONFERENCE COMMITTEE EXPERIENCE

Black Issues Conference, *Bowling Green State University*-Bowling Green, OH

May 2013-February 2014

- Served as an executive committee chair member
- Assisted in logistical, administrative, and hospitality tasks for Black Issues Conference
- Coordinated and supervised 25 conference volunteers
- Organizing all conference programs, presentations and workshops, including soliciting presenters/facilitators and keynote speaker(s)
- Developed evaluation survey used to assess and obtain feedback on the overall conference, sessions, speakers, and if overall expectations were met

OAC-Greek Life Leadership Conference, *Ohio Northern University*-Ada, OH

August 2012- November 2012

- Co-organized and implemented the 2012 Ohio Athletic Conference-Greek Life Leadership Conference
- Assisted with soliciting and coordinating 20 conference volunteers, 15 presenters/facilitators, and two Keynote speakers
- Constructed and distributed comprehensive promotional campaign including social and print media
- Co-developed conference agenda: session times, session locations, meals, assessment /evaluation survey, etc

PROFESSIONAL AFFILIATIONS

ACPA-College Student Educators International (ACPA)

February 2013- Present

National Orientation Directors Association (NODA)

February 2012- Present

PROFESSIONAL PRESENTATIONS

Working with Alumni, *Ohio Athletic Conference Greek Life Leadership Conference*, Ada, OH

November 2012

Using Your Multicultural Skills in the Workplace, *Cultural Conversation Ohio Northern University*, Ada, OH

April 2013

Event Planning 101, *Interfraternity and Panhellenic Councils' Leadership Day*, Ada, OH

October 2013

INTERNATIONAL EXPERIENCE

South Africa Study Tour

Summer 2013

Australia

January 2007- July 2007

RECOGNITION

First Place-Association of Fraternal Leadership & Values Central Order of Omega Case Study Competition

February 2013

Who's Who Among America's Colleges and University

February 2012