

# JORDEN DRAY

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## EDUCATION

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**The University of Tennessee**, Knoxville, TN  
Master of Science, College Student Personnel

**Expected May 2024**

**Wingate University**, Wingate, NC  
Bachelor of Science, Mathematics, Minor in Chemistry

**Dec 2021**

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## STUDENT AFFAIRS EXPERIENCE

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### Hall Director

**Oct 2023 - Present**

University Housing | The University of Tennessee

- Oversee daily operations and security of two pod style residence halls and one apartment style residence hall with approximately 700 residents in total.
- Oversees two 24/7 front desks during the daytime through auditing keys, daily logs via eRezLife, post office inventory, and by reviewing CCTV systems.
- Directly supervises one graduate Assistant Hall Director through training, weekly 1-on-1 meetings, evaluation, and career mentorship.
- Directly supervises a staff of 17 Resident Assistants through recruitment, selection, training, bi-weekly 1-on-1 meetings, and evaluation.
- Works collaboratively with Hall Housekeeping and Maintenance personnel, including weekly meetings, hall walks, and daily reviews of maintenance requests submitted and completed via School Dude.
- Manages an \$8,000 budget for office supplies, sports and miscellaneous supplies, student programming, and staff development opportunities.
- Serve as a conduct hearing officer for the Office of Student Conduct and Community Standards to adjudicate alleged Housing policy violations using Maxient.
- Respond to student and facility situations for 3,000 residential students and 8 residence halls in an on-call duty rotation.
- Co-instructs ELPS 350: Leadership Skills Development & Application, an eight-week course which prepares Resident Assistant candidates for hire.

### Assistant Hall Director

**Jul 2022 - Oct 2023**

University Housing | The University of Tennessee

- Assumed responsibility for three halls in the absence of the Hall Director.
- Co-supervised 17 Resident Assistants, while facilitating monthly 1:1's and weekly staff meetings.
- Directly supervised a team of approximately 24 Office Assistants to staff two 24/7 front desks through recruitment, selection, training, evaluation, monthly staff meetings, and payroll management.
- Recruited, selected, and advised 8 Hall Association executive board members with a \$6,050 programming budget for large- and small-scale programs for the Halls.
- Served as a conduct hearing officer for the Office of Student Conduct and Community Standards to adjudicate alleged Housing policy violations using Maxient.
- Responded to student and facility situations for 3,000 residential students and 8 residence halls in an on-call duty rotation.
- Co-instructed ELPS 350: Leadership Skills Development & Application, an eight-week course which prepares Resident Assistant candidates for hire.

**NODA Graduate Intern****May 2023 - Jul 2023**

New Student and Family Programs | Temple University

- Assist in the coordination, management, and facilitation of virtual and in-person components of First-year Orientation, Transfer Orientation, and Parent & Family Orientation programs.
- Supervise 22 Orientation Leaders and 4 Student Coordinators during training and orientation session days.
- Assist in planning and facilitation of Orientation Leader training, including curriculum development of student-led engagement opportunities.
- Contribute to the implementation and analysis of program assessments and student staff evaluations.

**Campus Life Student Assistant****Sep 2021 - Dec 2021**

Department of Student Engagement | Wingate University

- Assisted the Dean of Campus Life in designated administrative work, including running reports, data cleaning, and updating documents.
- Interfaced with University areas to provide key information regarding Campus Life.
- Analyzed data via a logistical regression method for a predictive analysis of retention rates.

**Resident Assistant****Jan 2019 - Dec 2021**

Department of Residence Life | Wingate University

- Built community that promoted holistic development for 25-45 residents.
- Assisted in student's social, academic, and personal transition into the University through meaningful programming within and outside the residence hall.
- Enforced policies of the Department of Residence Life and the University.
- Facilitated conflict mediation within designated residence hall.

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**RELATED EXPERINCE**

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**Graduate Assistant Recruitment and Training Committee****Sep 2022 - Present**

University Housing | The University of Tennessee

- Assist in the recruitment, interview, and selection process for prospective University Housing Graduate Assistants.
- Collaborate with the CSP program and other programs on campus to market potential Graduate Assistant positions.
- Develop the outline and schedule for Fall Graduate Assistant training and in-service sessions for all Graduate Assistants.

**Vice President of Recruitment****Dec 2022 - Present**

College Student Personnel Association | The University of Tennessee

- Coordinate recruitment initiatives through three virtual informational sessions, panel discussions, and aspects of the Recruitment Weekend as the point of contact for prospective CSP students.
- Oversee the Recruitment Weekend Committee as the chair.
- Serve as one of the CSPA student representatives on the Recruitment Weekend Planning Committee.
- Serve as an executive member of the Incoming Student Committee and aide all other executive team members.

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**SKILLS AND SYSTEMS USED**

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- Proficient in Maxient, Kronos, SchoolDude, eRezLife, StarRez, CS Gold, and SC Logic.
- Skilled in Google Suit and Microsoft Office.