

# Megan Edwards

301 Woodlawn Pike (Apt. K5), Knoxville, Tennessee, 37920 | (916) 218-5501 | meganedwards916@gmail.com

## Education

**University of Tennessee, Knoxville (Knoxville, Tennessee)** **Anticipated May 2020**  
Master of Science in College Student Personnel

**Sonoma State University (Rohnert Park, California)** **May 2018**  
Bachelor of Arts in the Hutchins School of Liberal Studies (Minor in Sociology)

## Experience

**University of Tennessee, Knoxville** **Knoxville, Tennessee**  
**Graduate Teaching Assistant, Office of Family Programs** **January 2020-Present**  
**Graduate Teaching Assistant, Office of New Student & Family Programs** **June 2018-January 2020**  
*As a result of shifts in institutional priorities, the Office of New Student & Family Programs reorganized into the Office of Family Programs and the Office of New Student Orientation.*

- Assist with the development and analysis of various assessment to measure programmatic outcomes, Orientation Leader learning, and parent and student experiences
- Coordinate the annual Fall Family Weekend Silent Auction including donor identification and outreach, basket organization, and on-site logistics resulting in more than \$10,000 raised for the University of Tennessee Parent and Families Fund
- Assist the planning and implementation of First Year and Transfer and Adult Orientation, including 11 one-day transfer orientations and 13 two-day first year and family/guests sessions; Welcome Week; Fall Family Weekend; Spring Family Reunion; and other special events
- Planned and executed transfer specific programs including Transfer Overnight Orientation and Transfer and Adult programming during Welcome Week
- Co-coordinated recruitment and selection of 27 Orientation Leaders and 3 Student Director Staff
- Directly supervised and oversaw the management of meetings, projects, trainings, and the overall development process of Student Director Staff
- Co-instructed a two-credit hour student leadership course (ELPS 350) for the Orientation Leader team by creating syllabus, leading class activities, facilitating discussions, and reviewing assignments
- Led preparation for Orientation Team travel to the NODA Region VI Conference (Southern Region Orientation Workshop)

**Practicum Intern, Office of Student Conduct and Community Standards** **December 2018-Present**

- Hear incident cases and determine sanctions for students who violate the Code of Conduct
- Facilitate one-on-one probation meetings with students and track student progress as they complete required sanctions during their probationary period
- Create the monthly report for Student Conduct and Community Standards highlighting key data points for the office using Maxient data
- Redesigned and implemented a new student probation process to shift focus from punitive consequences to a restorative justice model

**Practicum Intern, Jones Center for Leadership and Service** **October 2019-Present**

- Assist in implementation of the Volunteer Fair for students to find community service opportunities on and off campus
- Construct a master contact list of community partners to connect students with service opportunities
- Assess and analyze data to understand relationship with community partners

**Sonoma State University** **Rohnert Park, California**  
**Executive Leadership Team, Associated Students** **May 2017-May 2018**

- Worked with the Executive Director of Associated Students and a small group of leaders to support the many programs and services of the organization
- Assisted in the day-to-day operations and management of the organization and its \$2.5 million budget

- Served as a resource to the student leaders and professionals of the Associated Students
- Served as the Executive Leadership Team Lead in working with and supporting Associated Students Productions (a campus wide programming board) and Join Us Making Progress (a campus wide service and volunteerism board)
- Planned and prepared a weekend long plenary meeting for the student leadership of the 23 California State Universities
- Worked with the Executive Director to update the organization's Principles for Ethical Practice for Advising Students

**Student Activities Desk Supervisor, Associated Students** **May 2017-May 2018**

- Supervised and advised 7 student front desk staff through streamlining processes and procedures for a more cohesive environment to help students find a belonging on campus
- Developed procedures and front desk etiquette through monthly staff meetings and trainings that ensured greater efficiency and productivity
- Assessed all front desk procedures were successful through monthly evaluations with professional staff

**Orientation Coordinator, Student Involvement** **April 2017-August 2017**

- Developed and implemented a new outreach program for 2,000 first year students with the intended outcome of students learning about getting involved with various areas of student life available at SSU in an engaging format
- Facilitated 15 workshops to audiences of 250 students that used an active and engaging game show theme to engage students in the program's intended outcomes at New Student Orientation

**Student Activities Desk Team Member, Associated Students** **May 2016-May 2017**

- Served as an ambassador for the Student Activities office to the over 9,000 students, 160 clubs and organizations, faculty, staff, advisors, and guests at the University
- Led as the first line of contact between faculty, staff, and students for matters relating to finance, deposits, room reservations, technology rentals, and clubs and organizations

**Human Services Coordinator, Join Us Making Progress (J.U.M.P)** **August 2015-May 2016**

- Organized weekly transportation and logistics for 5-10 students volunteering at a local nursing home in Sonoma County
- Facilitated activities for unassisted living and memory care with providing innovative brain stimulating games to help with their memory and sensory skills

## Presentations

**Edwards, M. & Kelly, J.** (October 2019). *It's All Fun and Games Until Someone Messes Up the Mail Merge*. NODA Annual Conference, Houston, Texas.

**Edwards, M. & Zawodny, S.** (March 2019). *More than a Tour Guide: Professional Development as an OL*. NODA Region VI Conference, Coastal Carolina University, Conway, South Carolina.

**Edwards, M. & Snow, L.** (March 2019). *Learn It from the Locals: Crafting a Holistic Graduate Student Experience*. NODA Region VI Conference, Coastal Carolina University, Conway, South Carolina.

**Edwards, M. & LaBarbara, C.** (September 2017). *Diving into Dialogue*. Emerging Leaders Conference, Sonoma State University, Rohnert Park, California.

## Campus Committees

Orientation Advisory Committee (University of Tennessee, Knoxville)	August 2018-Present
Division of Student Life Recognition Committee (University of Tennessee, Knoxville)	December 2018-Present
CliftonStrengths Facilitation Team (University of Tennessee, Knoxville)	August 2019-Present

## Awards

2019 NODA Region VI Outstanding Graduate Student Educational Session (1st Place)	March 2019
2018 NODA Annual Conference Graduate Case Study: Best Overall	October 2018