

SARA K. GISSEL

Knoxville, TN | (203)752-7492 | saragissel005@gmail.com | She, her, hers

EDUCATION

University of Tennessee, Knoxville, TN

Master of Science, College Student Personnel

May 2020

Southern Connecticut State University, New Haven, CT

Bachelor of Science, Organizational Communication. Minor, Spanish

May 2018

EXPERIENCE

Jones Center for Leadership and Service Graduate Assistant

June 2018- present

University of Tennessee, Knoxville, TN

- Co-coordinate Ignite, an extended orientation and leadership and service program for 800 incoming students annually
- Oversee on-site logistics, recruitment, marketing and assessment for three programs offered
- Hire, train, and directly supervise 6 Ignite student directors and 70 student leaders
- Develop and implement curriculum for the Ignite Team Leader training course
- Co-teach a coached Education, Leadership and Policy Studies course for 70 Ignite Team Leaders
- Communicate across campus to develop strong partnerships with Rec Sports, New Student and Family Programs, First Year Studies, and more
- Co-coordinate the Leadership and Service Living and Learning Community
- Develop and implement curriculum for the Leadership and Service Living and Learning Community course
- Serve on the planning committee for the Clifton M. Jones Student Leadership Conference, Martin Luther King, Jr. Day of Service, and LeaderShape session
- Update the website as needed with up to date information, applications, and forms

PRN Sexual Assault Advocate

August 2019- present

Helen Ross McNabb Sexual Assault Center of East Tennessee

- Respond to 24/7 sexual assault hotline during on call hours
- Collaborate with Sexual Assault Nurse Examiners during sexual assault exams
- Report necessary information to law enforcement, Department of Child Services, and Adult Protective Services
- Assist clients in reporting to law enforcement
- Complete C-SSRS (Columbia-Suicide Severity Rating Scale) questionnaire to prevent suicide in sexual assault victims
- Complete paperwork for the clients and Sexual Assault Center such as release of information, client intake, and safety plan forms
- Refer clients to day-time advocacy, therapy, or other external resources
- Provide client transportation from the hospital or Sexual Assault Center
- Connect with community resources for clients experiencing homelessness or domestic violence
- Attend annual trainings- CPR certification, Narcan administration, Handle with Care training

Center for Career Development Practicum

July 2019- December 2019

University of Tennessee, Knoxville, TN

- Co-taught a weekly, 2-hour Communications career readiness course for 72 graduating seniors

- Coordinated guest speakers in relation to course curriculum consisting of both campus and community partners
- Utilized the NACE Career Readiness competencies to highlight students' experiences as relevant in the job search process
- Provided constructive feedback on assignments such as cover letters and resumes
- Facilitated 28 practice interviews for a Public Relations course
- Presented on values in the workplace, interviewing skills, nonverbal communication, and applying for graduate school
- Volunteered with three different career fairs
- Showcased the program, Handshake, to students
- Conducted resume critiques and practice interviews
- Assessed the Communications career readiness course to create positive sustainable changes to the curriculum for upcoming years

Office of Title IX Practicum Student

January 2019- August 2019

University of Tennessee, Knoxville, TN

- Researched Title IX best practices on college campuses
- Researched mandatory reporting trends and practices
- Developed and conducted an IRB approved assessment to gather data to enhance the mandatory reporter training for UTK Residence Life Resident Assistants, Hall Directors, and Assistant Hall Directors to discover potential gaps within the current training
- Conducted and anonymously transcribed interviews with Hall Directors and Assistant Hall Directors
- Coded and analyzed the data to determine themes for upcoming trainings
- Redesigned mandatory reporter training for over 200 UTK Residence Life the Summer of 2019

ADDITIONAL EXPERIENCE

Intern

January 2018- May 2018

The Hamden Regional Chamber of Commerce, Hamden, CT

- Solicited feedback from Chamber members on events and communication
- Developed advertisements and logos for events using Canva and Photoshop
- Marketed events using Constant Contact
- Designed and updated website for accessible and convenient content

Student Member on Social Justice Committee

Fall 2016- Fall 2017

Southern Connecticut State University, New Haven, CT

- Attended biweekly planning meetings
- Connected with students and staff across campus to encourage them to share their stories
- Coordinated a promotional and educational video with the SCSU community

SKILLS AND TRAININGS

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| • Wordpress | • CPR certified |
| • Canva | • Trained Narcan Administrator |
| • Campus Labs | • Handle with Care Certified |
| • Microsoft Office | • HIPPA tested |
| • StrengthsFinder Facilitator | • Material Safety Data Sheets tested |