

Megan Fox

• Knoxville, TN • foxme415@gmail.com

Education

University of Tennessee, Knoxville, TN

May 2021

Master of Science in College Student Personal

Appalachian State University, Boone, NC

May 2019

Bachelor of Science in Psychology, Concentration in Human Services

Minor: Leadership Studies

Work Experience

Assistant Hall Director of South Carrick Hall

July 2019 – Present

University of Tennessee, Knoxville, TN

- Hire, train, evaluate, and supervise a 12-student Office Assistant and Post Office staff to successfully provide excellent customer service at a 24/7 front desk that serves 500+ residents
- Advise the South Carrick Resident Association during weekly meetings to effectively plan and implement building-wide programs based on resident needs throughout the semester
- Execute front desk and post office procedures and protocols to ensure residents and staff members are safe and supported
- Plan and administer monthly Office Assistant staff meetings and weekly Resident Assistant staff meetings
- Proficiently utilize StarRez, ResCenter, EzTrackIt, Kronos, and Microsoft to complete all reports, audits, and payroll responsibilities
- Serve on an on-call rotation to respond to emergency situations including facility issues, medical transportations, and student mental health concerns by providing appropriate support and referral
- Co-teach a section of Educational Leadership and Policy Studies (ELPS) 350, an 8-week Residential Leadership course that prepares RA candidates for hire

Interim Hall Director of South Carrick Hall

University of Tennessee, Knoxville, TN

October 2019 – January 2020

- Assumed Hall Director responsibilities while managing current assistantship and graduate work
- Oversaw and allocated the \$10,000 building programming, staff development, and resident resources budget
- Facilitated contract releases, room changes, and terminations paperwork processes
- Responded to any facility issues, building emergencies, and resident concerns
- Communicated and worked closely with stakeholders and constituents to find solutions and address issues
- Supervised, trained, and evaluated an eleven person Resident Assistant staff

Internship Experience

Student Union Intern

August 2020 – Present

University of Tennessee, Knoxville, TN

- Conduct informational interviews with Student Union professionals across the country regarding Interfaith Spaces within Student Centers
- Compile research about the creation and facilitation of Interfaith Spaces in Student Centers to develop a policy and procedures recommendation for a similar space at the University of Tennessee, Knoxville
- Serve as a professional resource to student staff members during SEC gamedays and help manage crowds while observing social distancing measures and other Covid-19 related restrictions
- Benchmark peer and aspirant Student Unions, that have Student Union Advisory Boards, to provide recommendations to the Division of Student Life

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Postsecondary Education Research Center Research Intern

August 2020 – Present

University of Tennessee, Knoxville, TN

- Collaboratively work with 4-5 other team members to benchmark 45 institutions across the nation response to COVID-19 in relation to functional areas
- Engage in peer project management in a virtual setting to effectively complete bi-monthly briefs of research findings
- Analyze data results from benchmarking to find emergent codes of promising practices to create eight easily accessible research briefs

University Summer Housing Graduate Assistant

April 2020 – July 2020

University of Tennessee, Knoxville, TN

- Facilitated virtual tours residence halls three times a week for incoming residents and their families.
- Assisted in reimagining the move-in process to ensure safe social distancing procedures, while maintaining a fun and welcoming environment.
- Collaborated with other University Housing professionals to plan and implement an effective virtual training for head-staff members and Resident Assistants.
- Created the Virtual Office Assistant Handbook for a newly created position in response to the pandemic.

University Housing Safety Intern

January 2020 – April 2020

University of Tennessee, Knoxville, TN

- Revised and updated the Emergency Action Plan for all campus residence halls
- Communicated with campus safety officials to ensure all plans reflected safe practices
- Partnered with Knoxville Fire Department and Campus Safety Management to creatively reimagine fire safety training and fire drills for Resident Assistants to reduce mistakes in protocol

The Office of Parent and Family Services Intern

January 2017 – May 2019

Appalachian State University, Boone, NC

- Completely redesigned the Parent Handbook given out to every parent of incoming first-year students
- Corresponded with multiple departments and faculty about Handbook revisions and updates
- Developed and created a Guidebook App for 2017 and 2018 Parents and Family Weekend and Appalachian State Parents Weekend
- Guided Parents and Families through the First-year and Transfer Student Orientation process
- Answered and responded to phone calls from a range of students and parents concerning topics from student conduct cases, orientation, and concern for student

Committee Experience

College Student Personal Association, *General Member*

August 2019 – Present

Resident Assistant Recruitment and Selection Committee, *General Member*

August 2019 – Present

Head-Staff Training Committee, *General Member*

May 2020 – July 2020

TACUHO Host Committee, *Hotel/Hospitality Chair*

December 2019 – March 2020

Publications

Fox, M., Martinez, W. A., Grace, M. & Biddix, J. (2020). Fraternity & Sorority Life Engagement Practices During the COVID-19 Pandemic (Student Engagement Practice and Planning in the COVID-19 Environment Series). The University of Tennessee, Knoxville, Postsecondary Education Research Center. <https://perc.utk.edu/covid-19/>

Fox, M., Larson, H., Martinez, W.A., Assalone, A., Svoboda, B., Grace, M., & Biddix, J. (2020). Student Employment Engagement Practices During the COVID-19 Pandemic (Student Engagement Practice and Planning in the COVID-19 Environment Series). The University of Tennessee, Knoxville, Postsecondary Education Research Center. <https://perc.utk.edu/covid-19/>

Fox, M., Larson, H., Martinez, W.A., Assalone, A., Svoboda, B., Grace, M., & Biddix, J. (2020). Student Activities Engagement Practices During the COVID-19 Pandemic (Student Engagement Practice and Planning in the COVID-19 Environment Series). The University of Tennessee, Knoxville, Postsecondary Education Research Center. <https://perc.utk.edu/covid-19/>

