

Julia O'Reilly

|  | ljoreill3@vols.utk.edu |

EDUCATION

University of Tennessee, Knoxville, TN

Master of Science Candidate: College Student Personnel

Anticipated May 2021

University of Delaware, Newark, DE

Bachelor of Arts: Media Communication

Minors: Journalism, Disability Studies

August 2018

PROFESSIONAL EXPERIENCE

Jones Center for Leadership & Service, Knoxville, TN

July 2019-Present

Graduate Teaching Assistant – VOLbreaks: The Alternative Breaks Program

- Advise and manage the annual recruitment, selection, training, and development of 5 VOLbreak Student Coordinators, 40 VOLbreak Leaders, and 200 trip participants
- Plan and execute all program-wide events including trip selection, community meetings, and reorientation efforts
- Develop and implement curriculum for ELPS 350: the VOLbreak Leader course grounded in leadership-based theory and the social change model of leadership development
- Advise and counsel VOLbreak Leaders on trip planning logistics including securing transportation, service and housing sites, risk management procedures, and cultural/educational activities for each trip
- Train faculty and staff who serve as learning partners on risk and crisis management policies and procedures
- Manage scholarship process for fall, winter, spring, and summer trips to increase access to programming
- Oversee VOLbreaks marketing and public relations to the campus and community and initiate contacts to develop mutually beneficial partnerships
- Assist in the management of a \$50,000 programmatic budget by tracking revenue, expenses, and receipts
- Create, administer, and analyze qualitative and quantitative assessment reports
- Adjusted course and position training curriculum to virtual formats in wake of COVID-19 pandemic

Graduate Assistant – MLK Day of Service

October 2019-February 2021

- Coordinated logistics for student volunteers and training for student site leaders
- Collaborated with campus partners to market events and recruit volunteers
- Updated the event website as needed with up-to-date information, registrations and forms
- Administered, conducted and analyzed data from post-event assessments and reports

Learning Partner – VOLbreak Weekend Immersion

October 2020

- Served as staff on-call for “Unpacking Educational Inequality” alternative break
- Supervised 2 student leaders in the planning and execution of both in-person and virtual service opportunities
- Assisted in the facilitation of intentional reflections and reorientation efforts
- Enforced risk management, institutional standards and substance-free policies of a quality alternative break

On-Site Coordinator – Ignite Leadership Summit

August 2019

- Facilitated teambuilding activities for Ignite, an extended orientation program for over 200 incoming students
- Assisted in the execution of logistical components, crisis management and troubleshooting

Office of Admissions, Houston, TX

May 2020-August 2020

NODA Region 4 Graduate Intern – Prospective New Student Programs

- Played an active role as a professional staff member during Freshman and Transfer Orientation sessions
- Assisted with the preparation, management, and logistical support of New Student Orientation
- Served on a rotating schedule as the primary on-call crisis management contact in customer service
- Managed, developed and assisted with the online orientation program throughout the duration of the summer along with online orientation requests
- Maintained and created an assessment report analyzing the data of first-year students and their parents/family members after leaving orientation
- Facilitated orientation programming including Zoom presentations, Freshman Early Check-In, Evening Programs, etc.
- Created and assisted with the Freshman Orientation & Transfer Orientation Evaluation process and make recommendations for changes
- Led weekly reflection sessions with Orientation Leaders and members of Director Staff

Blue Hen Leadership Program, Newark, DE**August 2014-May 2018***QUEST Sr Peer Mentor, Tier IV Member*

- Collaborated with 14 Peer Mentors to aid 76 freshmen in their transition from high school to college through teambuilding activities and leadership/motivational workshops
- Attended Lead 365 Conference to learn about leadership styles and network with students and professionals
- Applied Five Practices of Exemplary Leadership to develop an individual leadership style
- Collaborated with University of Delaware Sports Marketing to increase student attendance at sporting events
- Created an interactive Excel dashboard and marketing plan for non-profit agency Fund For Women
- Developed an overarching e-portfolio and advised leadership students within Blue Hen Leadership Program

CAMPUS INVOLVEMENT & LEADERSHIP

College Student Personnel Association, Knoxville, TN**August 2019-May 2021***Vice President, Community Development*

- Planned at 3-4 social events per semester focusing on morale, teambuilding and virtual engagement
- Advised the social programming of three sub-committees of cohort community development
- Converted social celebration for the graduating cohort to virtual format and facilitated event
- Coordinated and oversaw CSPal peer mentoring program

National Association of Student Personnel Administrators**September 2019-Present***Graduate Student Affiliate***Kappa Alpha Theta Fraternity, Newark, DE****February 2015-May 2018***Recruitment Director*

- Managed 6 committees and sub-committees annually for each round of formal recruitment
- Facilitated workshops leadership development, values-based recruitment and new member education
- Raised \$12,000 for Court Appointed Special Advocates national philanthropy alongside 180 sorority sisters through 'Autumn CASA 5K Run' and 'Mr. and Mrs. CASAnova Pageant'
- Raised \$1,830 through UDance marathon to support pediatric cancer research and the B+ Foundation

SKILLS

- Computer: Proficient in Microsoft Word and PowerPoint. Working knowledge of Microsoft Excel.
- Campus Safe Zone certified