

Sarah Williams

swill194@vols.utk.edu

Education

University of Tennessee, Knoxville
Master of Science, College Student Personnel

Expected May 2021
3.97 GPA

Bellarmino University | Louisville, KY
Bachelor of Arts, Psychology

May 2019
3.67 GPA

Work Experience

University Housing, University of Tennessee, Knoxville

Knoxville, TN

Assistant Hall Director

07/2019-Present

- Co-supervise 20 Resident Assistants, facilitating regular one-on-ones and co-leading staff meetings
- Supervise up to 20 Office Assistants, including facilitating staff meetings, hiring new staff, and scheduling shifts
- Oversaw the daily operations of a two-building complex with two 24-hour desks, two post offices, and 850 residents
- Currently oversee the daily operations of the largest residence hall on campus with 1,100 resident capacity
- Recruit and advise the Hall Association Executive Board as they create large-scale programs and hall improvements and manage an up to \$8,000 budget
- Served in a professional on-call rotation for crisis management and response for up to six residence halls
- Co-instruct ELPS 350: Leadership Skills Development & Application to Resident Assistant candidates

Head Staff Recruitment, Selection, and Training Committee Member

09/2019-Present

- Gauge interest among fellow Graduate Assistants regarding professional development opportunity topics
- Screen Graduate Assistant applications and conduct initial phone interviews for candidates
- Collaborate with committee to plan the annual Graduate Assistant Candidate Interview Weekend, considering interview rotation logistics and providing networking opportunities

Housing and Residence Life, Bellarmine University

Louisville, KY

Senior Resident Assistant

08/2018-05/2019

- Assisted the Residence Life Coordinator of Anniversary Hall in supervising Resident Assistants of Anniversary
- Ensured general maintenance and upkeep for the building, including administrative upkeep, such as key counts
- Created and implement building-wide programs that follow our programming model
- Served as a resource for issues, concerns, or questions to other student staff members across campus

Undergraduate Summer Intern

Summers 2017 & 2018

- Created and implemented the inaugural online training program to complement the Housing student staff fall training
- Collaborated with professional staff and Training Committee to create Student Staff summer training schedule
- Designed social media plan for all social media platforms to be utilized from July 2017-June 2018
- Created many designs and decorations for Residence Life Student Staff fall training that aligned with the theme and the wants of the Assistant Director of Housing and Residence Life

Resident Assistant

08/2016-05/2018

- Planned and implemented monthly community building activities for residents that followed our programming model
- Utilized and responsibly managed a floor programming budget
- Performed many administrative duties, such as key counts, check-ins/check-outs, sitting desk, etc.
- Assisted first-year residents in their transition to college and worked to resolve any conflicts that emerged

College Involvement

Residence Hall Association, Bellarmine University

Louisville, KY

National Communications Coordinator (NCC)

04/2017-05/2019

- Maintained affiliation of Bellarmine University at state, regional, and national levels

- Represented the University in state, regional, and national conferences which utilized Robert's Rules of Order
- Organized all delegates and sit in board room as the representative of Bellarmine University
- Coordinated recognition awards in collaboration with the National Residence Hall Honorary

Student Activities & Orientation, Bellarmine University

Louisville, KY

Undergraduate Student Intern

08/2018-05/2019

- Assisted the Assistant Dean of Students with retention and involvement initiatives for commuter students, including events and a mentor program
- Led group processes and assisted in the selection process for Orientation Leaders
- Created the curriculum for Bellarmine's first transfer student online orientation
- Brainstormed and created large scale programs, such as Homecoming Week

Orientation CREW Leader

01/2016-12/2016

- Facilitated small group activities and discussions for fifteen first-year college freshmen through a week-long orientation to foster a sense of community
- Assisted in the coordination of large group activities throughout the week-long orientation
- Assisted freshmen throughout their first year of college as a mentor, resource, and advocate
- Attended trainings about different campus partners to properly refer residents when applicable

Research & Policy Experience

Office of Title IX, University of Tennessee, Knoxville

Knoxville, TN

Graduate Intern

09/2020-Present

- Benchmarked SEC and Tennessee Land Grant Institution updated Title IX policies in response to new federal regulations set forth by the Department of Education
- Assisted in reviewing new Title IX training modules that were updated to follow new federal regulations
- Analyzed benchmarking data and present cohesive briefings of each criteria to Title IX Coordinator to inform the University's policies
- Created a review paper and presentation analyzing the new federal Title IX regulations and the impacts it has on complainants and institutions

Postsecondary Education Research Center, University of Tennessee, Knoxville

Knoxville, TN

Graduate Summer Research Fellow

05/2020-12/2020

- Created a comprehensive literature review of alcohol and other drug use within fraternities and sororities for publication
- Presented literature review and findings to the Fraternity Executives Association, answered questions, and provided insight for future considerations across campuses
- Collaborated with team of fellow researchers to publish a series of 9 research briefs, organized by functional area, analyzing how 45 different institutions across the country have responded to the COVID-19 pandemic, including trends and promising practices

Honors & Awards

Bellarmino Leadership Award (2018-2019)

Outstanding Service to Residence Life (2018-2019)

KARH Student of the Year (Fall 2018)

Resident Assistant of the Year (2017-2018)

Outstanding Siena Staff Member of the Year (2017-2018)

Outstanding Community Educator of the Year (2016-2017)

Community Educator of the Semester (Fall 2016)