

Shaun B. Holloway

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Futuristic | Empathy | Ideation | Connectedness | Individualization

EDUCATION

Master of Science Candidate, College Student Personnel

The University of Tennessee, Knoxville

Anticipated May 2021

Bachelor of Arts, Strategic Communication, Concentration: Public Relations & Advertising

University of South Alabama

May 2019

PROFESSIONAL EXPERIENCE

Graduate Assistant, Outreach & Initiatives

May 2019 – Present

Office of the Dean of Students (DOS), University of Tennessee, Knoxville

- Collaborate with the DOS professional staff on DOS initiatives, including but not limited to Big Orange Meal Share, Kicks and Convos, Lunch Hours, Milkshake Monday, Rocky Top Roundtable, Rocky Topics, Smokey's Sofa, Student Honorary Coach, UT to West TN trips, and many others
- Benchmark, create, and implement the Quarantine with the Dean initiative
- Implement social media initiatives, updates the DOS website, and creates graphics for the office
- Develop, recruit, train, and supervise the Rocky Top Roundtable Ambassadors to present and educate the campus community on initiatives and issues pertinent to the work of the Office of the Dean of Students
- Approve meals for students in need through the Big Orange Meal Share program while developing and managing the marketing plan for all donations
- Assist with advising the Student Government Association along with the Assistant Director of Outreach and Initiatives and Associate Vice Chancellor of Student Life and Dean of Students
- Create, review and assist with assessing DOS services and initiatives
- Assist in providing bias education, outreach and referrals
- Serve as a member of the Bias Education and Referral Team

Advisor

May 2019 – Present

First Year Leadership Council (FYLC) & Student Government Association (SGA), University of Tennessee, Knoxville

- Responsible for assisting in the leadership development of 45 first-year students
- Collaborate with the Assistant Director of Outreach & Initiatives and Dean of Students to advise SGA
- Advise the FYLC executive team consisting of the SGA Vice President and 2 student advisors
- Enforce and communicate the importance of student government association policies and procedures
- Supervise and assist in creation of assessment tools for the group
- Serve as a point of contact for all communication and events for FYLC

Summer Orientation Intern

May 2020 – August 2020

Office of Orientation and Transition Programs (OTP), University of North Texas

- Supervised and managed an orientation leader team of over 34 staff members during daily programs
- Oversaw four student coordinators that are directly responsible for assisting with integral parts of the New Student Orientation program which include, logistics and program management, event planning and implementation, orientation mentorship, and student question and answer forums
- Collaborated with professional staff to orient and assist 5297 freshman and 3845 transfer students through summer orientation
- Assisted the Coordinator of Parent Programs with the oversight of four parent orientation leaders
- Served as Interim Coordinator of New Student Orientation during July and August orientation sessions in the absence of professional staff on leave
- Facilitated daily staff morning check-in and afternoon debrief meetings
- Created and analyzed assessment tools for each orientation session for both students and orientation leaders
- Assisted and managed day-to-day orientation logistics with professional staff
- Provided live-in oversight over student coordinators and orientation leaders in the residence hall
- Facilitated timely affinity spaces for students to engage in dialogue surrounding campus and community topics such as racial injustice and COVID-19
- Created and implemented social media campaigns for OTP
- Navigated crisis responses during the New Student Orientation program
- Served as point of contact for New Student Orientation during academic advising and course registration
- Created and facilitated the two professional and team development workshops for the orientation leaders
- Collaborated with student coordinators to create and facilitate daily and weekend team building activities such as game and movie nights

RELEVANT EXPERIENCE

Masters Student Representative

August 2020 – Present

Graduate Student Network (GSN), Association for Orientation, Transition, and Retention in Higher Education (NODA)

- Serve as a voice of the needs and concerns of the Masters-level Graduate student members of NODA
- Lead social media and marketing efforts for the GSN including creation of publications and marketing
- Collaborate with members of GSN to ensure effective programmatic efforts
- Create and facilitate graduate student specific affinity spaces
- Facilitate and guide NODA Graduate Student Facebook page and NODA GSN twitter conversations
- Collaborate with co-masters student representative to create the NODA internship guide to assist with preparation, execution, and reflection of the NODA internship process.

Vice President of Recruitment

December 2019 – Present

College Student Personnel Association (CSPA), University of Tennessee, Knoxville

- Co-coordinate the College Student Personnel (CSP) program recruitment weekend
- Co-facilitated the in-person interview weekend for 40 candidates of assistantship with the leadership of CSPA
- Benchmark and plan the virtual recruitment weekend in Spring 2021.
- Serving as the point of contact for students interested in the CSP program
- Assists with on-boarding of incoming cohorts from point of acceptance to orientation to the CSP program
- Chairs the Visit Day and Recruitment Weekend student committees within the CSPA
- Benchmarked, developed, and implemented the first virtual visit day for the CSP program
- Developing social media campaigns to engage prospective students
- Implementing engaging outreach programs to prospective students
- Serve as the student lead for the 2021 CSP and Division of Student Life virtual recruitment weekend
- Provide continued communication for incoming students regarding transitional and preparatory tasks

Student Leadership Conference Intern

January 2020 – March 2020

Jones Center for Leadership and Service, University of Tennessee, Knoxville

- Assisted with planning, implementation, and assessment of the Clifton M. Jones Student Leadership Conference
- Created marketing, advertising, and promotional materials for the conference including but not limited to t-shirts, visual and print graphics, social media, photography, and programs
- Recruited students, staff, and faculty to present at the conference
- Assisted with logistics including but not limited to meals, guest speaker selection & stewardship, and management of conference volunteers
- Benchmarked similar conferences at similar and aspirational institutions to gather best practices
- Participated in administrative tasks necessary for conference operation (check-in, material distribution, etc.)

INSTRUCTIONAL EXPERIENCE

Instructor, First Year Experience

August 2020 – December 2020

First Year Programs, University of Tennessee, Knoxville

- Taught a course aimed to assist with personal and academic adjustment to college life for 24 first-year students
- Managed classroom activities, lesson plans, and dialogue in both in-person and virtual format
- Created new curriculum focused on Diversity and Inclusion, Holistic Wellness, and Enneagram development
- Supervised a student peer mentor

UNIVERSITY INVOLVEMENT AND SERVICE

Massey Student Support Team	2020
Divisional Committee for CSP Recruitment Weekend	2019 – Present
Bias Education and Referral Team (UTK)	2019 – Present
Hunger & Homelessness Summit	2019 – Present
First Year Programs Award Selection Committee (UTK)	2019

PROFESSIONAL & SOCIAL ORGANIZATIONS

Association for Orientation, Transition, and Retention in Higher Education (NODA)	2019 – Present
<ul style="list-style-type: none">• 2020 Outstanding NODA Intern Award• 2020-2021 Master Student Representative, Graduate Student Network	
Southern Association for College Student Affairs (SACSA)	2019 – Present
National Association of Student Personnel Administrators (NASPA)	2017 – Present
<ul style="list-style-type: none">• 2020 Small Group Facilitator, Undergraduate Student Conference*• DLI Participant, 2019 UNC-Chapel Hill Cohort• NUFP, 2018-2019 Cohort	

*cancelled due to COVID-19