
Andy Russell

PO Box 10194 Carrollton, GA 30118 · wrusse3@gmail.com

Education

- Master of Education in Higher Education Administration May 2015
Specialization: Organization and Administration
North Carolina State University
- Bachelor of Arts in Political Science May 2013
Minors: History, Business Administration
Louisiana State University

Higher Education Experience

Residence Life Coordinator, Center Pointe Suites July 2015 – Present
Housing and Residence Life, University of West Georgia

- Supervise and evaluate one graduate Resident Director; co-supervise 16 Resident Assistants.
- Manage Center Pointe Suites residence hall, a 600-bed suite-style first-year community.
- Serve in a campus-wide second level duty rotation providing leadership and representing the department in emergency situations.
- Advise hall council.
- Provide educational direction to building programming pursuant to departmental learning outcomes.
- Hear conduct cases and provide documentation using the Maxient conduct software.
- Manage building programming and hall council budgets.
- Serve on departmental committees and engage in collaborative work within the division.
- Manage the room change process using the StarRez assignments software.

Residence Director, Tucker Residence Hall July 2013 – Present
University Housing, North Carolina State University

- Supervise an Administrative Coordinator, 9 Resident Advisors, and 10 Resident Mentors.
- Oversee Tucker Residence Hall, home of the First Year College Village living-learning community and 358 predominantly first year students.
- Supervise two Residential Academic Coaches in a one-year pilot program (13-14).
- Manage programming budget of \$5,250 per year and Hall Council budget of about \$3,500 per year, tracking receipts and planning expenditures.
- Serve on duty rotation responding to all student and facilities emergencies for 2,000+ students.
- Adjudicate student conduct cases originating in Tucker Hall (about 60 per year) using Maxient web-based conduct management software.
- Co-teach USC 220: Leadership and the Resident Mentor, a graded three hour leadership seminar class for Resident Mentors focusing on successful student leadership models.
- Advise an all-freshman Hall Council, including leadership development of executive board.
- Work with campus partners like the Counseling Center, Campus Rec, and University Dining as well as faculty members to create learning objective focused programming opportunities.
- Develop and implement RA and RM programming models based on community needs.
- Supervised Summer START, a transition/early start program made up of 250 students and 10 RAs, in a partnership with the Accelerated Summer Programs department in the Division of Academic and Student Affairs.

Project Management Intern, Bragaw Front Desk Relocation Project July 2014 – December 2014
Campus Life Facilities Division, North Carolina State University

- Managed project functions for a front desk relocation, including trade staff work.
- Finalized floor plans, budgets, timetables, and work plans.
- Tracked and managed project budget of about \$53,000.
- Coordinated with outside vendors to prepare the site and contract certain job elements.

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- Resident Assistant, Lavoie Honors Community August 2010 – May 2013
Department of Residential Life, Louisiana State University
- Developed and managed a community of 40 diverse undergraduate honors students.
 - Served on the several departmental committees to improve student and student-staff experience.
 - Served as primary response to emergency and crisis incidents including medical emergency, self-harm, hurricanes, bomb threats, etc. for community of 600 residents.
 - Worked with Honors College faculty to develop academically integrated programming.

Other Work Experience

- Conference Manager, GACTE Summer Leadership Conference May 2011 – June 2013
Georgia Association for Career and Technical Education
- Create registration procedures for more than 2000 career and technical educators
 - Provide pre-conference support for all aspects of registration and planning
 - Provide on-site support for all aspects of conference operations
 - Manage a staff of 12 for on-site conference registration

Committee Work

- HRL Emergency Preparedness Task Force, University of West Georgia September 2015 – Present
- Assess department's current emergency response readiness.
 - Create and implement plans for improvement.
 - Create and execute a departmental emergency preparedness training structure.
- HRL Assessment Committee, University of West Georgia August 2015 – Present
- Develop assessment tools for the department.
 - Interpret and publish results of internal and external assessment projects like the EBI.
 - Provide feedback for areas of improvement to other departmental areas.
- HRL Facilities and Sustainability Committee, University of West Georgia August 2015 – Present
- Assess current facilities status and create walkthrough plans for each building.
 - Find and implement small-scale improvements to facilities and sustainable practice.
 - Provide suggestions for further research on larger scale projects.
- First Year College Village Advisory Council, NC State University July 2013 – May 2015
- Central Campus Banquet Committee, NC State University July 2014 – May 2015
- Central Campus Staff Training Committee, NC State University July 2013 – May 2014

Awards and Certifications

- Equal Opportunity Institute August 2014 – May 2015
Office of Institutional Equity and Diversity, NC State University
- SafeZone Ally Training August 2013 and August 2014
GLBT Center, NC State University
- Eagle Scout with Palms, Boy Scout Troop 797 Awarded May 2007
Atlanta Area Council, Boy Scouts of America