

# MICHAEL D. STEELE

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msteele@westga.edu

## EDUCATION

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M.Ed. Counselor Education: Student Affairs Administration *May 2004*  
CLEMSON UNIVERSITY- CLEMSON, SC

B.S. Family and Consumer Science *August 2002*  
WINTHROP UNIVERSITY- ROCK HILL, SC

## PROFESSIONAL TRAINING

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National Housing Training Institute (NHTI), University of Maryland- College Park, 2008

New Professionals Institute (NPI), Radford University, 2006

Inter-Fraternity Institute (IFI), Indiana University, 2005

## STUDENT LIFE EXPERIENCE

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**Assistant Director for Greek Life** *Carrollton, GA*  
University of West Georgia | Student Involvement *7/10 – present*

- Train, supervise, develop and evaluate a staff of 2 Graduate Students
- Advise three governing councils and day to day activities ( 25 chapters)
- Liaison to University Housing in regards to the Greek Village
- Oversee day-to-day operating budget of \$60,000.00
- Created and implemented a Chapter of Excellence program
- Hosted an Assessment Team visit to create the long range plan of Greek Life at UWG

**Area Coordinator for Fraternity/Sorority Housing** *Clemson, SC*  
Clemson University | Residential Life *12/06-7/10*

- Trained, supervised, developed and evaluate a staff of 3 Graduate Resident Directors (RD), 24 Resident Assistants (RA), 25 Desk Assistants (DA)
- Oversee day-to-day operations of 9 Fraternity/Sorority Residence Halls which house approximately 800 residents
- Manage a programming budget of \$2,000.00
- Assist with the assignments process for Fraternity and Sorority Housing
- Serve as crisis response for entire campus (6,200) on a rotational basis
- Review eligibility for Fraternity/Sorority Housing such as President Retreat and Panhellenic extension
- Collaborate with the Fraternity/Sorority Life Office on various programs and activities
- Chaired the Resident Assistant Selection Process (RASP) for 200 staff members
- Chair the Graduate Assistant Selection Process and manage a budget \$9,000.00
- Serve as a University judicial officer and administer educational sanctioning

# MICHAEL D. STEELE

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- Receive, Review, investigate, and respond to reports from staff regarding individuals with emotional, psychological or other concerns
- Support Counseling and Psychological Services, Police, Fire, Security and other departments as needed
- Teach 3-credit academic course for new resident assistants
- Administer billing for Fraternity/Sorority housing area
- Advise National Residence Hall Honorary
- Supervised 3 additional RDs and daily operations of a first-year, honors and upper-class halls as needed

## **Area Coordinator**

Roanoke College | Residence Life

*Salem, VA*

*07/04-12/06*

- Trained, supervised, and evaluated a staff of 14 Resident Advisors (RA) and Greek Resident Manager (GRM) staff
- Supervised two first year co-ed halls
- Served as crisis response for entire campus (1,800) on a rotational basis
- Created innovative staff training program through Resident Assistant Training Committee
- Chaired RA and GRM selection process
- Oversaw day-to-day operations of 8 residence halls, including co-ed first year halls, apartments and fraternity/sorority houses of approximately 500 residents
- Served as a College judicial officer
- Co-advised to the Student Conduct Board

## **Coordinator for Greek Life and Leadership**

Roanoke College | Residence Life

*Salem, VA*

*07/04-12/06*

- Advised Panhellenic Council (NPC) and Co-advised Inter-fraternity Council (IFC)
- Developed and implemented first Greek Life image campaign
- Oversaw formal recruitment for 4 Panhellenic chapters
- Used release figures and hand bid matching
- Advised Order of Omega and Rho Lambda
- Coordinator of Opening Year Leadership Retreat for 50 students
- Served on the Blue Ridge Summit student leadership conference planning committee (Radford, Virginia Tech and Roanoke College)
- Coordinated and implemented the NPC *Something of Value* program and the NIC *Alcohol Summit*

## **Emerging Leader Instructor**

Roanoke College | Faculty/Staff Learning Community

*Salem, VA*

*07/05-12/05*

- Drafted, proposed and gained acceptance for a \$1,500 grant to create the leadership class
- Created curriculum and syllabus
- Implemented successful recruitment campaign
- Instructed Emerging Leaders Program for freshman and transfer students

# MICHAEL D. STEELE

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**Fraternity Housing Resident Director**  
Clemson University | University Housing

*Clemson, SC*  
*07/02-06/04*

- Interviewed, trained, supervised and evaluated a staff of 10 House Managers (HM) and 25 Desk Assistants (DA) in three residence halls
- Transitioned into an off campus apartment residential area for 16 fraternities
- Supervised 7 HM and 18 DAs in the Fraternity Village
- Served as emergency contact for west side of campus (3,000) on a rotational basis
- Managed programming (\$1,100.00), staff development (\$500.00) and payroll budgets
- Oversaw day-to-day operations of 3 Fraternity Residence Halls of approximately 350 residents and transitioned to supervising 7 Fraternities in an apartment area
- Served as a University judicial officer
- Created a 3-credit hour leadership and staff development course for the HMs including a syllabus and learning objectives
- Developed *Greeks of Integrity* training program
- Assessed Greeks of Integrity program using an Institutional Review Board (IRB)
- Represented Clemson as a graduate recruiter at Oshkosh Placement Exchange

## HONORS & AWARDS

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Frank A. Burtner Award for Excellence in Advising, Clemson University, 2009

Board of Trustee's Staff Excellence Award, Clemson University, 2008, 2009

Student Affairs Employee of the Year, Clemson University, 2008

Housing Employee of the Year, Clemson University, 2008

Office of Multicultural Affairs Achievement Award, Roanoke College, 2006

National Panhellenic Progress Award, Roanoke College, 2005

IFC Outstanding Advisor Award, Roanoke College, 2005

Order of Omega William J. Brennan Graduate Assistant Fellowship, 2004

Southern Association for College Student Affairs Case Study Competition – 3<sup>rd</sup> place, 2003

National Residence Hall Honorary, Clemson University, 2003

Omicron Delta Kappa, Clemson University, 2003

Chi Sigma Alpha, Student Affairs Academic and Professional Honor Society, 2003

Sidney Allergon Sullivan Award, Winthrop University, 2002

Excellence for Individual Officer - President, Tau Kappa Epsilon International Fraternity, 2001

Eagle Scout, 1998

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## PROFESSIONAL INVOLVEMENT & AFFILIATIONS

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### NATIONAL

Association of Fraternity Advisors, Inc. (AFA)

Programs Coordinator, 2012

Awards Committee, 2011

Graduate Student Experience Coordinator, 2010

Fireside Chats Coordinator, 2008, 2009

Graduate Staff Coordinator, 2007

Educational Programs committee member, 2006

Graduate Student Experience committee member, 2005

Fireside Chats committee member, 2004

American College Personnel Association (ACPA)

Undergraduate Inter-Fraternity Institute (UIFI)

Small group facilitator 2006, 2007, 2010

### REGIONAL

SAACURH Food and Banquet Coach, Clemson University, 2008

IMPACT at UNC Pembroke – Small group leader – 2007

Tau Kappa Epsilon Regional Leadership Conference – Track Facilitator 2007, 2009, 2011

Southeastern Association of Housing Officers (SEAHO)

### STATE

Tau Kappa Epsilon Province Advisor (Virginia, South Carolina and Georgia)

South Carolina College Personnel Association (SCCPA)

Member Services Chair: 2009-2010

Clemson Student Personnel Association Representative on Executive Board 2003-2004

### UNIVERSITY

Student Affairs and Enrollment Management, Graduate Assistant Interview Days, Chair – 2010, 2011

Assistant Director of Auxiliary Services Search, Chair, Summer 2011

Assistant Director of Fraternity/Sorority Life Search, Chair, Summer 2010

Student Affairs Diversity Master Plan Task Force, Clemson University, Fall 2008 – Spring 2010

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Mission Relevance Judge for Fraternity and Sorority Life, Kansas State University, 2009  
Housing Utilities Committee, Clemson University, Fall 2008  
Area Coordinator Search, Chair, Clemson University, 2007, 2008  
Fraternity and Sorority Life Chapter of Excellence Judge, Clemson University, 2007, 2008  
Student Leader Awards Judge, Clemson University, 2008  
LeaderShape, Cluster Facilitator, Clemson University, 2008  
Associate Director for Residential Life Search Committee, Clemson University, 2007  
Tau Kappa Epsilon Chapter Advisor, Clemson University, 2006 to present  
Training Intervention Procedures (TIPs) Instructor, Roanoke College, 2004-2006  
Area Coordinator Search Committee, Chair, Roanoke College, 2005 and 2006  
President's Commission: Council for Community and Diversity, Clemson University, 2003-2004  
President's Cabinet, Graduate Student Government, Clemson University, 2003-2004

## PRESENTATIONS

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### NATIONAL

Brown, J.T., Ker, E.A., & Steele, M.D. (2009) Developing Effective Partnerships with Fraternity/Sorority Life and University Housing. Association of Fraternity Advisors, Inc. (AFA) Annual Meeting, Jacksonville, FL.

Kerr, K. M., Steele, M. D., Brown, J. T., & Liberatore, D. M. (2008). Best Practices for working with Headquarters and Campus Based Professionals. Association of Fraternity Advisors, Inc. (AFA) Annual Meeting, Denver, CO.

Filbert, T. L., Kneubuehl, E. J., Steele, H. D., & Steele, M. D. (2006). Collaborative Learning: Building a Regional Collegiate Leadership Conference. National Association of Student Personnel Administrators (NASPA) Conference, Washington, DC.

Kerr, K.M., Page, T.J., Steele, M.D. (2003). Remembering those Words: How our Values and Principles Shape our Purpose. Association of Fraternity Advisors, Inc. (AFA) Annual Meeting, San Antonio, TX.

# MICHAEL D. STEELE

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## REGIONAL

Kerr, K.M., Page, T.J., Steele, M.D. (2004). It Won't Happen to Us: Managing the Risks of Fraternity Life. Southeastern Inter-Fraternity Conference (SEIFC), Atlanta, GA

Kerr, K.M., Page, T.J., Steele, M.D. (2004). Taking the Academic Initiative. Southeastern Inter-Fraternity Conference (SEIFC), Atlanta, GA

## STATE

Diamond, H. P. & Steele, M. D. (2004). Creating Leadership Resource Centers. Virginia Association of Student Personnel Administrators / Virginia Association of College & University Housing Officers (VASPA/VACUHO) Conference, Wintergreen, VA.

Steele, M. D., & Diamond, H. P. (2004). Understanding Emotional Intelligence. Virginia Association of Student Personnel Administrators / Virginia Association of College & University Housing Officers (VASPA/VACUHO) Conference, Wintergreen, VA.

Kerr, K.M., Page, T.J., Steele, M.D. (2003). Greeks of Integrity: Building a strong Value-Based Community. South Carolina Housing Officers Association (SCOHA)

## PUBLICATIONS

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Brooks, J., Dorney, D., Morgan, S., & Steele, M. (2003). *Analysis of Student Support Services at Clemson University through the Perspectives of Gay, Lesbian, Bisexual, & Transgender Student Populations*. Poster session presented at the College of Health, Education, and Human Development's Fifth Annual Faculty Forum, Clemson University, Clemson, SC.

## GRANTS

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Steele, M.D. (2005). *Emerging Leaders*. \$1,500, Faculty and Staff Learning Community.