

STEPHANIE KRISTINA CARTER, ED.D.

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PROFESSIONAL EXPERIENCE

University of West Georgia, Department of Housing and Residence Life
Associate Director of Housing and Residence Life

July 2012-Present

Advising and Supervising

- Provide second-in-command functions for the Department of Housing and Residence Life under the direct supervision of the Director of Housing and Residence Life
- Hire, train, evaluate and supervise the Residence Life/Residence Education team for the Department of Housing and Residence Life (one Assistant Director for Residence Education, one Residential Conduct Coordinator, two master's level Area Coordinators, one master level Academy Residential Coordinator, eight master's seeking Resident Directors, one Residential Conduct Graduate Assistant, four Residence Education Graduate Assistants and 88 Resident Assistants)
- Oversee the following uniquely different residential communities: Tyus Hall, Strozier Hall, Watson Hall (offline as of 6/13), Arbor View Apartments, Center Pointe Suites, Bowdon Hall (renovated and re-opened 8/13), The Oaks (opened 8/13), University Suites and residential oversight for the Advanced Academy of Georgia hosted in Gunn Hall.
- Provide general oversight of the Residence Life/Residence Education functions of the Department of Housing and Residence Life
- Co-Advise the following student organizations Omega Psi Phi, Fraternity, Incorporated

Administrative

- Administrative Judicial Hearing Officer for students accused of violating University policies and procedures.
- Trained to handle Title IX cases for the Department of Housing and Residence Life and the University of West Georgia
- Disseminate, interpret and enforce all university regulations within the residence halls.
- Participate in Director staff on call structure providing guidance and leadership in time of crisis governing over 3,000 residential and Greek Village students.
- Serve as an advocate for quality management of residence hall facilities by developing partnerships with University Facilities, Maintenance and Custodial services.
- Oversee all student related services and office procedures in the on-campus residential facilities.
- Coordinate and supervise the timely completion of all appropriate paperwork and reports (check-in/check-out procedures, room inspection forms, health and safety inspections and programming reports).
- Create liaison relationships with campus partners.
- Coordinate the Housing and Residence Life portion of the residential Summer Orientation experience in conjunction with the First Year Experience Office
- Coordinate the Housing and Residence Life portion of the Ignite Summer Transitions Programs in conjunction with the First Year Experience Office
- Scheduled and coordinated the Summer 2014 All Housing and Residence Life Graduate Assistant Training

Membership on Department/University Committees

- Member of the President's Learning Network as invited by the University of West Georgia President
- Member of the 2014 Student Affairs and Enrollment Management Division Strategic Planning Analyst Search Committee as nominated by the Vice President of Student Affairs and Enrollment Management
- Member of the 2014 Presidential Committee on Campus Inclusion
- Member of the University of West Georgia Critical Incident Team (CIT)
- Member of the 2014 Student Affairs and Enrollment Management Division Professional Development Committee as invited by the Vice President of Student Affairs and Enrollment Management
- Member of the 2014 UWG Staff Advisory Council as nominated by the Vice President of Student Affairs and Enrollment Management
- Member of the 2014 Architecture, Engineering and Construction (AEC) Project Services Planning Analyst Search Committee as nominated by the Director of AEC Project Services
- Member of the 2014 Assistant Director for Human Resources Search committee as nominated by the Executive Director of Human Resources

- Member of the 2014 Student Conduct Specialist Search committee as nominated by the Assistant Vice President/Dean of Students
- Member of the 2014 TPE Interview Team for the Area Coordinator, Greek Village Residence Life Coordinator and the Assignments Coordinator search for Housing and Residence Life
- Member of the 2013, 2014 Housing ADA Accommodations committee
- Member of the 2013 Campus Activities Awards Selection committee
- Member of the 2013 Resident Assistant Interview and Selection committee
- Member of the 2013 Assistant Director for Administrative Operations Search committee
- Member of the 2013 Resident Assistant and Graduate Assistant Training committee

*University of South Carolina-Columbia, University Housing
Assistant Director for Residence Life for South Campus*

June 2008-July 2012

Advising and Supervising

- Hire, train, evaluate and supervise five professional Residence Life Coordinators, two graduate level Hall Directors, one Administrative Assistant and 82 Resident Mentors (supervised by professional staff).
- Oversee six uniquely different residential communities: Bates House, Bates West, South Quad, East Quad, West “Green” Quad and The Roost housing 2500+ students and several Living and Learning Communities.
- Member of the following Community Education Teams partnering with academic Faculty and other campus partners to shape programming and learning experiences for the students associated with the following Associated Living and Learning Communities: Major and Career Exploration, Psychology and Service Learning, Engineering and Computing, Sports and Entertainment Management, Pre-Med/Dental, Bridge Community (Transfer students), Pre-Law, Justice & Politics, Gamecock Gateway (Transfer students) and Green Living (Sustainability).

Administrative

- Administrative Judicial Hearing Officer for students accused of violating University policies.
- Disseminate, interpret and enforce all university regulations within the residence halls.
- Participate in an on call rotation governing over 7,000 students on South campus, North campus, Central campus, and in the Graduate and Family Housing community apartments, serving as a first responder to emergency and crisis situations
- Serve as an advocate for quality management of residence hall facilities by coordinating activities and services with building/area maintenance and housekeeping supervisor/staff.
- Oversee all student related services and office procedures in the South Area Office and South Area Satellite Office.
- Coordinate and supervise the timely completion of all appropriate paperwork and reports (check-in/check-out procedures, room condition reports, fire equipment reports, health and safety inspections, permission to move out slips, equipment issue, desk operations, and budget).
- Assess all damage billing charges for the Fall, Spring and Summer semester move out for all south area residents.
- Coordinate with academic and other units on theme housing designed to involve students in their learning community.
- Work collaboratively with maintenance and custodial staff on construction and custodial cleaning projects affecting South Area residents.

Membership on Department/University Committees

- Member of the 2012 Staff Training Committee
- Member of the 2011-2012 University Housing Staff Selection Committee
- Member of the 2011-2012 Carolina Community Coalition (a campus and community wide effort to monitor high-risk behaviors and help students develop healthy decisions concerning alcohol, drugs, violence and other safety issues)
 - Bystander Accountability sub-committee
 - Take Back Thursdays sub-committee
- Member of the 2011-2012 Sexual Assault and Relationship Violence Response Team
 - Training/Continuing Education sub-committee
- Member of the 2010-2011 Housing Orientation committee
 - Helped create a new position-University Housing Ambassador, helps with coordinating and implementing summer programming in the residence halls for summer Orientation participants
- Member of the 2011 and 2012 Professional Staff Search Screening committee
- Professional staff advisor of the 2009 University Housing Technology committee.
- Member of the Housing Appeals Committee as chaired by the Office of Student Judicial Programs
- Member of the 2009 Resident Mentor staff Selection and Recruitment committee
- Member of the 2010 Resident Student Learning Model (RSLM) Revamp and Restructure committee
- Member of the University Housing Website Review committee
- Member of the 2010 Professional Staff Selection and Recruitment committee
- Member of the 2010 University Housing Key Review committee
- Member of the Staff Enrichment Team 2010-Present

- Coordinated the December 2010 Housing Cares Adopt a Family program (solicited Christmas gifts for 13 families)
- Coordinated the December 2011 Housing Cares Adopt a Family program (solicited Christmas gifts for 23 families)

University of Florida, Department of Housing and Residence Education (HRE)

Residence Life Coordinator-Beaty/Jennings Area

January 2006-May 2008

Advising and Supervising

- Hired, trained, evaluated, and supervised four Graduate Hall Directors and 27 Resident Assistants in two diverse residential communities housing 1200+ students and GatorWell Health Promotions.
- Hired, trained, evaluated, and supervised two Graduate Hall Directors, one summer camps Graduate Hall Director and 14 Resident Assistants in two diverse residential communities for summer B and C terms.
- Oversaw two 24 hour residential desk staffed by both full time professional and paraprofessional staff, which provide information, check out and check in processes, manage keys and overall student hub.
- Final authority overseeing and advising two Area Government groups affiliated with the two residential communities.
- Oversaw multiple summer camps and educational programs housed in Beaty Towers Residential Area.
- Served as mentor and resource for students and staff
- Interim supervisor of the Yulee Area encompassing, Reid, Yulee and Mallory Halls. Duties include staff supervision of three Graduate Hall Directors and 12 Resident Assistant staff, crisis response and oversight of day to day operations (Oct. 06.-Feb. 07)
- Advisor of the Dining and Banquet and Housing committees for the SAACURH 2007: Quest for the G.O.L.D.E.N. Louie conference

Administrative

- Administrative Judicial Hearing Officer for Beaty and Jennings residential communities (JAMS system).
- Participated in an on call rotation governing over 9,000 students on East campus, West campus, and in the Graduate and Family Housing community apartments, serving as a first responder to emergency and crisis situations
- Prepared and managed a annual student salary budget of approximately \$172,668
- Managed annual staff programmatic budgets
- Worked collaboratively with general contractors and maintenance staff on construction projects, providing prospective for design functionality, and monitoring ongoing progress
- Coordinated monthly meetings with Maintenance and Custodial staff members to manage student, facilities and maintenance concerns
- Updated the 2006 and 2007 Summer B staff manual and newsletter for the RA/ARA staff on East campus
- Updated the 2006 and 2007 Fall East Campus Staff Manual

Membership on Department/University Committees

- Member of the 2008 Multicultural Student Award committee
- Member of the 2008 Project coordination group for the renovation of the Jennings Hall front desk area and library
- Member of the 2007 Coordinator for Residential Judicial Programs Search committee
- Member of the 2007 UF Admissions office Holistic Application Reading Review team for perspective applying students
- Member of the 2007 Committee to Revamp the RA class experience for residential staff members
- Member of the Fall 2006 Administrative Managerial Selection Committee for the STAR Awards
- Member of the 2006 Broward/Yulee Area Residence Life Coordinator Search committee
- Member of the 2006 Live in professional staff Quality of Life committee
- Member of the 2006 Graduate and Family Housing Resident Director Search committee
- Member of the 2006 Lakeside Resident Director Search committee
- Member of the 2006 RA/ARA and GHD Fall Staff Training committees
- Member of the 2006 Professional Staff Diversity Training committee
- Member of the 2006 RA/ARA/RCA Staff Diversity Training committee
- Member of the 2006 and 2007 Beaty Towers and Jennings Hall Special Projects Budget group

University of Wisconsin-Parkside, Residence Life

Program Assistant

August 2005-December 2005

Customer Service

- Performed daily office management procedures for busy on campus residential life office
- Database management and configuration (MS Office Suite and Outlook skills)
- Trained and supervised student office assistant staff

Century Campus Housing Management (CCHM)

Assistant Director-Privateer Place Apartments, University of New Orleans

February 2005-June 2005

Supervising

- Hired, trained and supervised a staff of seven Community Assistants for a 816 bed privatized apartment complex

Programming

- Coordinated program marketing for apartment community
- Managed a Community Assistant programming budget
- Stimulated and guided programmatic discussions with Community Assistant staff to provide academically and socially focused programmatic endeavors

Administrative

- Served as hearing officer for Privateer Place settling residential disputes and conflicts
- Participated in an on-call rotation governing the apartment community
- Actively participated in leasing/marketing endeavors to increase occupancy numbers
- Coordinated paraprofessional staff scheduling for desk operations and nightly on-call responsibilities

Duke University, Residence Life and Housing Services (RLHS)

Residence Coordinator -Keohane Quad

May 2002-February 2005

Advising and Supervising

- Hired, trained, evaluated and supervised a staff of one Graduate Assistant and 10 Resident Assistants for a brand new 350 bed unit, housing the International student living-learning community, one co-ed fraternity (Psi Upsilon), the Women's Studies living-learning community, and one socially based selective living group (Maxwell House)
- Managed a Resident Assistant programming budget of \$9,000 and provide vision and support for residential programs
- Advised the Keohane Quad Council (Quad Government) with an annual budget of \$12,000
- Advised the RA Staff Advisory Board (STAB) (Staff Residential Leadership Group) designed to examine policies and procedures for RAs
- Advised the Campus Council Programming Committee (University Residential Programming Board) overseeing campus wide programming efforts

Programming

- Collaborated with the Faculty Associates to provide educational programs in the residential quad, nurturing faculty/student interactions
- Fostered and helped to enhance the academic mission of Duke University through residential programmatic endeavors
- Co-coordinated the 2003 Lil' Sibs weekend event (Co-sponsored by Campus Council and RLHS)
- Coordinated of the 2004 Summer "Work for Housing" staff program. An 8-hour summer program for current staff to live and work for free on campus while helping out either the RLHS department of the Dean of Students office
- Oversaw scheduling of residential space for academic initiatives and social endeavors

Administrative

- Administrative Judicial Hearing Officer for West campus residential quads and the Central campus apartments
- Participated in an on call rotation governing over 6,000 students on East campus, West campus, and in the Central campus apartments, serving as a first responder to emergency and crisis situations
- Adjunct Residence Life and Housing Services Facilities Manager
- Co-created the first Graduate Assistant manual used for summer Graduate Assistant training
- Instrumental in revamping the residential student move in/move out process on campus

Membership on Departmental/University committees

- Resident Assistant Training Committee
- RLHS Strategic Planning committee, which produced our department's first mission, vision and cornerstones
- Professional and paraprofessional selection committee
- University's Standing Committee on Leadership Initiative (coordinating division, Student Affairs)
- Duke University Police Department's search committee charged with hiring for the Community Affairs/Chief Investigators Position (appointed personally by the Duke University Chief of Police)
- University wide Disciplinary Advisor team (Dean of Student Office-Judicial Affairs unit)
- Duke "A Team", the emergency response bonfire patrol team during the spring basketball season

TEACHING EXPERIENCE

University of West Georgia 1101- University of West Georgia First Year Experience

A three-credit hour class designed to help first year students with their transition to the University of West Georgia, Fall 2012, 2013 and 2014

- Taught a special section for the Residential Peer Mentoring (RPM) Living and Learning Community (2012)
- Taught a general student section (2013 and 2014)
- Co-facilitated with a student Graduate Peer Leader and Undergraduate Peer Leader
- Executed the planning and Creation of a course syllabus
- Helped foster student's academic success and discover and connect with the University

University 101-University of South Carolina First Year Experience

A three-credit hour class designed to help first year students with their transition to the University of South Carolina, Fall 2009, 2010 and 2011

- Co-facilitated with a student Peer Leader
- Executed the planning and Creation of a course syllabus
- Helped foster student's academic success and discover and connect with the University

First Year Florida (FYF)-University of Florida Dean of Students Office

A one-credit hour class designed to help first-year students with their transition to the University of Florida, Fall 2006

- Co-facilitated with a student Peer Mentor
- Helped to create, plan and execute materials on the syllabus
- Served as a resource to the students and Peer Mentor in the class
- Educated students on what it means to be apart of the Gator Nation

Resident Assistant Class-University of Florida Department of Housing and Residence Education

A Resident Assistant Course for Academic Credit, Fall 2006

- Co-facilitated with a Graduate Hall Director from the Department of Housing and Residence Education
- Created and implemented learning opportunities both inside and outside of the classroom for staff members

Resident Assistant Course (ECHD)- University of Georgia Department of Counseling and Human Development

A Resident Assistant Course for Academic Credit, Fall Semesters 2000 & 2001

- Assisted in planning course content and in the evaluation of students' assignments
- Taught units on sexual harassment, communication skills, values, diversity and confrontation skills

Freshman Year Experience (FYE) Peer Leader-Florida State University Dean of Students Department

A course for first year students to help them become acclimated to the university and its resources, Fall 1999

- Co-facilitated with a Residence Life Coordinator from the Department of Housing
- Assisted in the planning and facilitation of course content and in the evaluation of students' work

GRADUATE SCHOOL RELATED EXPERIENCES

University of Georgia, Department of University Housing

Graduate Resident

May 2000-May 2002

- Hired, trained and supervised a staff of 8 female Resident Assistants for a 220 bed unit
- Managed a Resident Assistant programming budget of \$1800.00
- Administrative judicial hearing officer for residential hall community
- Supervised two residence halls, five Resident Assistants, and one desk staff worker (summer housing May-July '00)
- Advised the Brumby Community Council (hall government) with an annual budget of \$7000.00
- Served on the Resident Assistant Fall Training Committee and the Graduate Staff Fall Training Committee
- Co-developed and implemented "Be Your Own DAWG" a leadership series for members of the residential community
- Co developed and implemented "Different Dawgs: One Bark" a diversity series for members of the residential community

Practicum and Internship Experiences, University of Georgia

Office of Minority Services and Programs-Practicum

Spring 2001

- Planned the Women's Health Fair, a collaborative program with the University Health Center focusing on the health, wellness and healthy eating habits of female students
- Planned the training curriculum and leadership retreat for the B.E.S.T. (Black Educational Support Team) Counselors

Office of Student Leadership Development Programs-Internship

Summer 2001

- Participated in and assisted with the training of the BMOCs (Big Motivators on Campus) and the Coordinator staff team for the 2001 BIG Event session (Busily Involved at Georgia)
- Designed and piloted the P.R.I.N.T. packet (Personal Record of Involvement and Transcript)

- Served as Co-On-Site Coordinator for the UGA Leadershape Institute

Department of University Housing-Special Projects Graduate Intern

Summer 2001

- Created competitive contests for RA/CA staff on campus to motivate and to recognize their creative and educational passive programming endeavors
- Updated hourly student staff evaluation forms to accurately reflect established position descriptions
- Redeveloped the information guide for RA/CA programmatic efforts during P.A.W. (People Are Watching) week, housing's safety and security week

RESEARCH AND SERVICE

- *Graduate Research study: A Look at Successful African American Student Retention and Recruitment Programs*

PUBLICATIONS

- What To Do When Generation Debt Moves In. *Talking Stick: The Authoritative Source for Campus Housing*, January + February 2008 Vol. 25, No. 3, 26-29
- Background Information. *Talking Stick: The Authoritative Source for Campus Housing*, March + April 2009 Vol. 26, No. 4, 18-20 and 55
- Furloughs, Funding, and Feelings. *Talking Stick. The Authoritative Source for Campus Housing*, September + October 2009 Vol. 27, No. 1, 16-18 and 49
- Flourishing Careers (feature article). *Talking Stick. The Authoritative Source for Campus Housing*, May + June 2010 Vol. 27, No. 5, 36-40
- Forming a More Perfect Union (feature article). *Talking Stick The Authoritative Source for Campus Housing*, January + February 2011 Vol. 28 No. 3, 28-34 and 52

PRESENTATIONS

- Professionalism 201: What would YOU Do?, IdeaPOP Professional Development Conference, University of South Carolina Summer 2012
- Exercising Servant Leadership, SEAHO Conference, Chattanooga, TN Fall 2012
- A Resource Guide for Supervision, University Housing, Summer Staff Training 2009
- 2006 and 2007 Preview Presenter, Dept. of Housing and Residence Education On Campus Experience, Summers 2006-07
- 2nd Annual GHD Job Search Info Session. University of Florida, Gainesville, FL: Spring 2006
- 2004 Case Study Competition. ACUHO-I Conference, Montreal, Quebec: Summer 2004
- Creating a New Department: Oasis or Mirage? ACUHO-I Conference, Las Vegas, NV; Summer 2003
- Why are all the black students fading away? SACSA Conference, Orlando, FL; Fall 2001 (Graduate Research Study)
- Archie Bunker's Neighborhood: A Look at the world in light of tragedy. C.L.A.S.S. (Continuing the Legacy of African-American Student Success) Advocate Program, Athens, GA; Fall 2001
- Becoming Role Models & Mentors. MAP/MRO Conference, Athens, GA; Fall 2001
- Icebreakers and Teambuilders. Spring Leaders Conference, Athens, GA; Spring 2001
- Take a Stand: How strong are your values? SAACURH 2000, Athens, GA; Fall 2000
- Playing God for an Hour: Who has the Power? SAACURH 2000, Athens, GA; Fall 2000

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- Attendance at the Georgia Housing Officers (GHO) Joint meeting with the Georgia College Personnel Association (GCPA), October 2014
- Attendance at the Georgia Housing Officers (GHO) meeting, October 2013
- (State of) Florida LeaderShape Institute, Family Cluster Facilitator, May 2008
 - Sponsored by the University of Florida Center for Leadership and Service office
- Association of Student Judicial Affairs (ASJA), member
- Attendance at the National Council on Race and Ethnicity (NCORE) in Higher Education conference, May/June 2007

- Attendance at the National Association of Student Personnel Administrators (NASPA) and American College Student Personnel Association (ACPA) Joint Meeting conference, April 2007
- UF Human Resources Supervisory Challenge curriculum completed, Spring and Fall 2007: Power of Feedback, Cyber Self-Defense, Radiating Possibility, From Manager to Motivator, Powerful Public Speaking, Coaching for Success and Interviewing, Hiring the Right Person and HR 101: A Practical Guide to Fair and Legal Supervision.
- Attendance at the Florida Housing Officers (FHO) meeting, November 2006
- Attendance at the First Year Experience Conference (FYE), February 2005
- Association of College and University Housing Officers-International (ACUHO-I)
- Southeastern Association of Housing Officers (SEAHO)
 - Member of the Membership Services Committee 2004-2005
 - Member of the Placement Committee 2013-2015
- American College Student Personnel Association (ACPA)
- National Association of Student Personnel Administrators (NASPA)
 - Program Reviewer for the 2005 National Conference. “Imagine and Explore the Future” (theme)
 - Program Reviewer for the 2006 National Conference. “Individual Commitment, Collective Action” (theme)
- Southern Association for College Student Affairs (SACSA)
- University of Georgia Student Personnel Association (UGASPA), Secretary 2000-2001
- Active participant in the studentaffairs.com on line course “Developing an R.A. Class”
- Designed and published online student staff summer newsletter 2002
- Co-creative designer of the Residence Coordinator Professional Development opportunities project

HONORS AND ACTIVITIES

- *Member* of the Douglas-Carroll-Paulding Alumnae Chapter of Delta Sigma Theta Sorority, Inc.
 - Member of the Physical and Mental Health Committee
 - Member of the Hospitality Committee
- *Member* of the Richland County Alumnae Chapter of Delta Sigma Theta Sorority, Inc. (Spring, 2009)
 - Member of the Membership Committee
 - Member of the Ways and Means Committee
 - Member of the Information and Communications Committee
 - Member of the Step Team Committee
- *Member* of the Leola Borden Chapter (#534) of the Order of the Eastern Stars International Masonry (4/99-Present)
- *University of Georgia NRHH September 2001* Spotlight for SAACURH Regional Advisor of the Month
- Member of the Duke 2003 cast of the Vagina Monologues (V-Day)
- Honorary Member of the James C. Grimm Chapter of the *National Residence Hall Honorary* (UF NRHH Chapter)

EDUCATION

Doctor of Education, Educational Leadership and Management, May 2014	<i>Capella University</i>
<i>Dissertation: The Effect Targeted Marketing Has on African American Male Resident Assistant Application Numbers</i>	
Masters of Education, College Student Affairs Administration, May 2002	<i>The University of Georgia</i>
Bachelor of Arts, English/Creative Writing, April 2000	<i>The Florida State University</i>