

DAWN VAVRIK PALMER

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Education

Master of Science, College Student Personnel, Illinois State University, May 2000

Bachelor of Science, English Education, Illinois State University, May 1998

Employment History

Assistant Director for Residence Education

University of West Georgia, Housing and Residence Life, July 2012-present

- Serve as a member of the housing leadership team to establish goals, evaluate policies and procedures, and recommend improvements
- Foster relationships with academic and students affairs partners to grow new and improve existing co-curricular educational and community development initiatives in housing
- Provide leadership for administrative and programmatic functions of 4 living-learning communities with academic connections
- Provide leadership for resident assistant programming model
- Coordinate departmental academic initiatives and interventions for at-risk students
- Serve as departmental manager for MAP-Works
- Coordinate in-service training for all Residence Life graduate assistant staff
- Directly supervise 4 graduate assistants in student affairs master's program
- Indirectly supervise 20 undergraduate student employees
- Coordinate multiple sections of credit-bearing RAs and freshmen seminar courses
- Serve as the primary advisor to the Residence Hall Association

Assistant Director for Residence Life

University of West Georgia, Housing and Residence Life, July 2006-June 2012

- Served as a member of the housing leadership team
- Coordinated recruitment and selection processes for 2 full-time mid-level professional staff, 11 graduate assistants, and over 100 undergraduate student staff
- Directly supervised 2 full-time mid-level professional staff and indirectly supervised over 100 graduate and undergraduate student employees
- Coordinated duty and crisis response procedures for 3,000 students in campus housing
- Manage summer school and summer orientation operations
- Adjudicated serious student conduct code violations
- Oversaw budgets in of \$500,000
- Coordinated annual and on-going training for all full-time and student staff
- Developed and administered evaluation processes for all full-time and student staff
- Recruited and supervised short-term interns

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Area Coordinator

Appalachian State University, Housing and Residence Life, July 2004-June 2006

- Responsible for the overall management and supervision of 4 residence halls in an area housing approximately 1,200 undergraduate students in traditional environments and living-learning communities
- Selected, supervised, trained, and evaluated 4 graduate resident directors, 28 resident assistants, and 1 office student assistant
- Collaborated with liaisons from counseling, police department, and housekeeping to respond to student concerns
- Participated in on-call rotation for campus community of 5,000 students
- Served as a university level judicial administrator at the Office of Student Judicial Affairs
- Oversaw programming and development budgets totaling approximately \$10,000
- Lead multiple departmental and campus committees
- Supervised summer conference staff and operations

Resident Director

University of Illinois at Urbana-Champaign, University Housing, July 2000-June 2004

- Responsible for the day to day management of residence halls housing approximately 500 undergraduate students in co-ed and all female environments, and in a leadership living-learning community
- Supervised, trained, and evaluated staff of 10 resident assistants and 3 office assistants
- Provided personal and educational support and referrals for students facing challenges
- Acted as senior advisor to hall council and hall-based Black Student Union
- Served as primary judicial hearing officer for residence hall violations
- Participated in on-call rotation for area of 1,700 students
- Served as facility administrator in collaboration with custodial and maintenance staff
- Managed programming budgets totaling approximately \$7,000

Assistant Residence Hall Director (Graduate Assistantship)

Illinois State University, University Housing Services, July 1998-May 2000

- Supervised 25 student employees at front desk serving 2,200 students
- Participated in on-call rotation for area of 2,200 students
- Tracked damage charges and managed shared billing for 440 students

ACUHO-I Intern

North Carolina State University, University Housing, Summer 1999

- Assisted with operations for Special Olympics World Games
- Researched and prepared recommendations for new graduate and family housing

Selected Professional Involvement

Conference Host Chair, *Georgia Housing Officers, 2013*
President, *Georgia Housing Officers, 2011-2012*
Vice-President, *Georgia Housing Officers, 2010-2011*
Secretary/Treasurer, *Georgia Housing Officers, 2007-2010*
Campus Culture – master plan subcommittee, *UWG, Spring 2008*
Preventing Alcohol Related Consequences Community Coalition, *ASU, 2004-2006*
Faculty Senate Committee on Academic Calendar, *ASU, 2005-2006*
GLACUHO New Professional Workshop Chair, *UIUC, 2002*

Teaching Experience

Instructor, Resident Assistant Leadership, *2006-present, UWG*
Instructor, First Year Experience, *2007-present, UWG*
Instructor, Resident Assistant Leadership Development, *Fall 2004 & 2005, ASU*
Facilitator, Trailhead Academy Summer Leadership Retreat, *Summer 2005, ASU*
Teaching Assistant, Introduction to Leadership Studies, *Spring 2004, UIUC*
Facilitator, Ethics in Action, *Fall 2003, UIUC*
Instructor, First Year Impact, *Fall 2001, UIUC*

Presentations, Publications & Awards

Distinguished Mentor Award, UWG Graduate Student Professionals Organization, April 2013
Humanitarian Award, Southeastern Association of Housing Officers, February 2010
UWG Divisional Campus Safety Leader, May 2009
“What They’re Reading: Soul of a Citizen,” *Journal of College and Character*, April 2006
“Your Online Life,” *Reslife.net*, July 2005
“Sawing Logs: Getting Healthy Sleep,” NCHO RA Drive-In, November 2004
“Vision Statements: Not Just for Retreats Anymore,” GLACUHO, November 2001

Selected Community Involvement

Martin Luther King Challenge-Day of Service, Site Leader, *January 2005, 2006, Boone, NC*
Big Brothers Big Sisters, Mentor, *March 2001-June 2004, Champaign, IL*