

Stephen J. Whitlock

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Education

Master of Science in Management Concentration of Study: Human Resources Management University of Alabama in Huntsville, Huntsville, AL	2004
Bachelor of Arts in Psychology Minor: Interdisciplinary Business Administration Eastern Illinois University, Charleston, IL	1999
High School Diploma Greenville High School, Greenville, IL	1995

Employment Experience

Director of Housing and Residence Life, University of West Georgia May 2008 – Current

- Responsible for the Leadership, Management, Vision and Growth of a 3,300 bed traditional and private bath Housing and Residence Life program
- Responsible for all HR aspects of supervising 14 professionals who supervise a total of 13 Graduate Assistants and over 200 Student Assistants equaling over 1.4 million dollars a year in staffing dollars
- Departmental Authority for over 13 million dollars in revenue and 10 million in expenditures
- Liaison to numerous departments and relationships across campus
- Member of Critical Incident Team and Single point of responsibility for all Housing and Residence Life judicial matters in cooperation with Dean of Students Office

Specific Accomplishments

- Increased Department's Financial Statements from a (\$495,000) loss the previous year I began to a 1.2 million gain the immediate following year. 3 years later, with substantial construction projects equaling 1 million plus still projecting a 1.5 million year-end positive bottom line
- Increased revenue by 5 million dollars over a 4 year period while only increasing expenses by 3 million over that same period of time. In cooperation with the VP for Business and Finance secured and am responsible for the proper management of Pro Forma bonds with multiple foundations around 99 million dollars' worth of construction bond debt
- Key responsibilities for the opening of a new 262 bed Greek Village and the vision and development of 1,062 new Suite style beds in 2 residence halls, 785 renovated traditional hall beds throughout 3 residence halls, razing of 480 traditional residence hall beds in 2 residence halls and improvements among all other facilities

- Increased staffing from 7 full-time professionals to 15 full-time professionals and hundred plus student staff, increasing staffing dollars from ~\$900,000 to an estimated ~\$2,300,000 over a 4 year period

Associate Director for Housing and Residence Life, Mississippi State University

June 2005 – May 2008

- Responsible for the day-to-day management of a 3,800 bed traditional and private bath program
- Supervise 4 professional Area Coordinators, 13 Graduate Assistants, and over 300 student staff
- Manage auxiliary budgets in excess of \$1 million and ensure appropriate allocation of funds for all residence life functions.
- Liaison between multiple department heads who interact with Housing on a daily basis and a member of the University Crisis Action Team
- Manage student judicial system in conjunction with Dean of Students Office
- Coordinate all subordinate staff development including hiring, training, evaluation and supervision
- Participate and Advise multiple student and departmental committees regularly and as-needed
- Lead the residence life staff through 3 years of aggressive change with outcomes of high staff morale and motivation for individual resident and staff success

Specific Accomplishments:

- Restructured Residence Life Staffing
 - Increased front desk staffing from 16 hour days to 24 hour days
 - Decreased RA to resident ratio from 1:60 to 1:35
 - Recruited and hired 4 professional full time area coordinators
 - Consolidated staffing efforts between 2 apartment complexes
 - Implemented Community Aide student position to enforce mandatory guest visitation policies which were implemented October 2007
- Implemented on-call cell phone system for graduate staff and pager system for undergraduate staff
- Proposed and purchased golf cart to relieve pressure of aging vans
- Implemented Resource Room for hall staff and student leaders to ease community building efforts
- Developed mandatory guest check-in system policy
- Implement emergency procedure and response exercise training for residence life staff

Area Coordinator, University of Alabama in Huntsville

June 2002-June 2005

- Responsible for the supervision, recruitment, training, and administrative aspects of a university housing community of 900 students in suite style residence halls, upper-class apartments, and faculty/staff/family housing
- Directly supervise 2 professional hall directors, 20 Resident Assistants, and over 100 student staff
- Responsible for all aspects of recruitment, training, supervision, and staff development for all residence life staff members
- Supervised living experience of 3 fraternities and 3 sororities who lived in apartment complexes

- Participated in conversations about planning and constructing 6 Greek buildings alongside apartment complex
- Facilitate working relationship with other departments on campus including counseling center, police department, student judicial office, and admissions
- Directly responsible for supervision of facilities maintenance requests in all communities and responding appropriately to student comments or concerns
- Reported directly to Assistant Vice-President, University Housing and Campus Business Operations

Specific Accomplishments:

- Conceived and created the Area Coordinator position due to extended experience in each hall
- Created facilities maintenance database and reporting system shortening turn around time and reducing call backs for maintenance staff
- Created and revised numerous administrative systems throughout department
- Began preparation, planning and foresight for in-house staff intranet system; implemented 1 year after departure

Resident Director, University of Alabama in Huntsville

June 1999 - June 2002

- Managed each of the department's three halls gaining experience needed to professionally grow into the Area Coordinator position
- Oversaw the operation of a co-ed freshman suite-style residence hall, co-ed middle-class suite-style residence hall, co-ed upper-class apartments, and approximately 30 family houses
- Directly supervised Resident Assistants and student staff members

Specific Accomplishments:

- Implemented mandatory guest check in and resident ID security process at request of supervisor during first semester of employment
- Supervised the opening and management of a 258-bed co-ed suite style residence hall
- Revised numerous administrative systems within the department creating less paperwork for staff and allowing them to be more easily accessible to residents

Closing Manager/Waiter, The Clock Tower Restaurant, Huntsville, AL

September 2000-December 2004

Assisted with many responsibilities within the hospitality business, as directed by the owner

North Alabama Basketball Officials Association, Huntsville, AL

August 1999-February 2005

Basketball Official for Middle School through High School Varsity level

Intramural Sports Supervisor, Resident Assistant, and Night Assistant, Eastern Illinois University, Charleston IL. October 1995-May 1999

Multiple responsibilities with each role, each giving me different and unique challenges to learn and grow

**Cast Member, Walt Disney World, Orlando FL
May 1997-August 1998**

Mooster's Degree in Business Applications.

Tour guide at Disney MGM Studios Theme Park in 1997 and Disney's Animal Kingdom in 1998

Professional Development

Seminar Training

- Harassment Training Module Completion, Office of Diversity and Equity Programs, Oct. 2007
- National Incident Management Systems/ICS 100-200 and 700, Mississippi Office of Homeland Security, Nov. 2006
- Give 'em the Pickle!, Human Resources Management, Oct. 2005
- Essentials of Communicating with Diplomacy and Professionalism, Skill Path Seminar, Dec. 2004
- Chicken Gumbo for the Multi-Cultural Soul, Office of Multi-Cultural Affairs, Oct. 2004
- Foundation and Corporate Grants and Strategic Fundraising, Office of Advancement, Sep. 2004
- Effective Business Writing, Office of Human Resources, Apr. 2004
- Managing Multiple Projects, Objectives and Deadlines, Skill Path Seminar, Nov. 2003
- Excelling as a First Time Manager or Supervisor, Skill Path Seminar, Nov. 2001
- The Indispensable Assistant, Skill Path Seminar, Nov. 2000

Presentations

- Tougaloo College Professional Trainer for 6-hour Professional Staff Training Day
- MAHO Presenter. 2005, 2006, 2007
- SAACURH 2005 Top 25 Conference Program
- ALAHO-Drive –In Conference Presenter 2004
- St. Jude's Children's Hospital Up "Til Dawn UAH Advisor, Spring 2002
- Founder and Chair of Coffee Talk, Bar alternative entertainment committee 1996-1999
- NRHH Leadership Workshop Presenter. 1997, 1998
- Alabama State RA Conference dual Presenter, 2001

Conferences

- Current President for Mississippi Association of Housing Officers, 2007
- SEAHO Conference and Committee Member, 1999, 2001, 2003, 2004, 2005, 2006, 2008
- SACSA Conference Attendee and Committee Member. 2005, 2006, 2007
- NASPA/ACPA Conference Attendance. 2007
- NASPA, Region III and SACSA Mid-Manager's Institute Participant, Jun. 2007
- Editor for Mississippi Association of Housing Officers, 2006
- National Association of College and University Residence Halls (NACURH) Conference, 2006

Skills

- Microsoft Office Software
- Multiple other software abilities
- Advising
- Auxiliary Budget management
- Supervising
- Leadership
- Public- Speaking Skills
- Departmental relationship-development