

Andrew Thomas Chadwick

Objective:

To obtain a position in housing and residence education that will allow me to continue to teach and work closely with staff and students, assist in the developmental learning and academic success of residents, foster community development, and further my own professional growth.

Education:

Virginia Polytechnic Institute and State University, Blacksburg, VA.

MA Ed. Higher Education and Student Affairs. Graduation date: May 1999.

Thesis: *Implications for Resident Advisor Training Programs: Using the Critical Incident Technique to Evaluate the RA Experience*

Virginia Polytechnic Institute and State University, Blacksburg, VA, 1996.

BS Biology, Emphasis in Zoology and Environment, Minor: Chemistry.

Graduate Work and Internships:

Assistant Residence Director, August 1998-May 1999

Residential Housing and Dining, Virginia Tech, Blacksburg, VA

- Hired and trained 20 RAs in a community of 850 resident students.
- Served as a member of the on-call crisis response team.
- Designed and implement staff development opportunities and social events.
- Advised the 8 member Residence Hall Federation Hall Council.
- Co-facilitated the Introduction to Residence Education course for 16 RAs
- Assisted the Residence Director in fostering and promoting a strong and diverse community in the building.

AUCHO-I Intern: May-August, 1998

Office of Residence Life and Housing, Wake Forest University, Winston-Salem, NC

- Coordinated the development of a departmental web page and training program. (<http://www.wfu.edu/Administrative-offices/Residence-Life-and-Housing/>)
- Designed, revised, and produced housing related publications and administrative forms.
- Assisted and coordinated the freshmen student assignment process.
- Served as a member of the Conference Housing Program staff.

Graduate Assistant, Special Purpose Housing Community, August 1997-May 1999

Residential Housing and Dining, Virginia Tech, Blacksburg, VA

- Assisted with operation and management of 10 on-campus fraternity houses.
- Coordinated a residential remote security and key-access system for 10 houses.
- Conducted staff meetings and other one-on-one conferences.
- Published a monthly information newsletter for faculty and staff.
- Assisted with staff hiring and development and implementation of mission-specific staff training.

Other Experience:

Assistant Aquarist, January 1997-August 1997

Virginia Marine Science Museum, Virginia Beach, VA

- Care and husbandry of tropical fish and invertebrates.
- Operation of a biology lab including assisting with projects
- Tank, plumbing and infrastructure maintenance.

Andrew Thomas Chadwick

- Educational program support & implementation.

Resident Advisor, October 1994 - May 1996

Residential and Dining Programs, Virginia Tech, Blacksburg, VA

- Designed and implemented programs for first year resident students.
- Actively and passively enforced University policies.
- Counseled and advised residents in academic and social areas.
- Served as a liaison to departmental facilities and services division.

Volunteer, September 1993 - February 1996

Virginia Tech Union: Student Films Committee, Virginia Tech, Blacksburg, VA

Duties: Programming, organization, and operation of student-run film events.

Docent, September 1993-April 1994

Virginia Museum of Natural History, Blacksburg, VA.

Duties: Tour guide, Office assistant, Exhibit design and construction.

Research & Proposals:

Student Success Project, Virginia Tech, Spring 1998: Researched and assessed the success of Chemistry 1036 as a recitation-based lecture and a student-led problem-solving section for academically at-risk students for the Chemistry Department and The Office of the Provost.

Transfer Student Center, Virginia Tech, 1998: Researched and presented a proposal for instituting a center which would respond to the academic and social needs and questions of transfer students to Virginia Tech

Presentations:

The Coming of the Future: Designing an Electronic Publication Policy for Residence Life and Housing Offices.

Graduate Student Faculty Forum, Athens, GA, January 1999.

Symbolics: Defining Yourself and Your Organization Via Symbols. Virginia Tech Residence Hall Federation Leadership Development Conference, Sept. 1998

Professional Membership and University Organizations:

American College Personnel Association, Member: 1998 - present.

National Association of Student Personnel Administrators, Member: 1998-present.

National Residence Hall Honorary, 1998-Present

Role: SGA Representative: Served as organizational representative to student government association,

Served as non-voting member of Executive Board.

Andrew Thomas Chadwick

Association for Student Development, Virginia Tech: 1998-Present.

Role: Publications Chair: Served as member of Executive Board, designed, produced and distributed promotional and professional publications and web pages for organization of 50+ members.

Imaginarium Committee, Virginia Tech: Web Design and Member: 1999-present

Resident Advisor Selection Committee, 1998– Present

Role: Assisted in designing an annual theme for RA selection, co-facilitated RA interest sessions, interviewed candidates, participated in selection and placement.

Resident Director Search Committee, Interviewer: 1998

Skills and Other Training:

- TIPS Trained, February 1999
- Computer Software:
 - HTML Coding and Web Design
 - (Netscape Composer, Adobe PageMill, Microsoft FrontPage 97)
 - Skilled in all Microsoft Office 97 and Office 2000 Applications
 - Microsoft Access
 - Adobe Acrobat and Distiller
 - Adobe Photoshop and Illustrator
- American Red Cross Advanced First Aid and CPR
- PADI Advanced Open Water Diver and Rescue Diver

References:

AVAILABLE UPON REQUEST

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