

# Jennifer Post

Until May 15, 1997  
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## E d u c a t i o n

### Virginia Tech

Blacksburg, VA

Masters of Education, College Student Personnel, Expected May, 1998

Thesis: Academic Success and Freshmen Year Programs

### Texas A&M University

College Station, TX

Bachelors of Science, Political Science, May 1996

Teaching Certified, Social Studies Composite

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## W o r k E x p e r i e n c e

### Virginia Tech

Blacksburg, VA

*August 1997-Present*

#### GRADUATE HALL DIRECTOR

- Manage a residence hall of 400 undergraduate residents
- Supervise eleven resident advisors
- Oversee community development, judicial reports, building duty, and staff development
- Serve on the campus wide duty rotation for head staff
- Serve on the resident advisor selection committee

### Iowa State University

Ames, IA

*May 1997-July 1997*

#### GRADUATE INTERN IN THE OFFICE OF CAMPUS VISITS AND ORIENTATION

- Participated in the Orientation Program
- Organized campus visits for prospective students and their families
- Conducted Enrollment Presentations for prospective student visiting campus
- Assisted in setting up a student organization in the campus visits office by creating sections of a training manual for the group and assisting with the training schedule
- Assisted with the preparation of a paper and presentation on student retention by researching literature and interviewing campus personnel

**Virginia Tech**  
Blacksburg, VA

*August 1996 - May 1997*

**GRADUATE HALL DIRECTOR**

- Managed a diverse hall of graduate students, international students, and honors students
- Planned and implemented community development programs
- Served on the Programming Resource Room Committee, the WELL Steering Committee, the Freshmen Year Experience Committee, and the Resident Advisor Selection Committee
- Served on the campus wide duty rotation for head staff
- Supervised one resident advisor

**ADMISSIONS PRACTICUM STUDENT**

- Coordinated the fifteen spring yield recruitment off-campus program
  - responsible for hotel arrangements, audio-video equipment, and confirmations
  - Developed a training manual for this program
- Assisted with the hiring and training of fall recruiters
- Gained interview and folder review experience as well as everyday office procedure experience

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**A c t i v i t i e s   a n d   H o n o r s**

- Orientation Leader, Texas A&M University
- Disability Access Advisory Committee, Texas A&M University
- Student organization Hearing Board, Texas A&M University
- National Residence Hall Honorary, Texas A&M University
- Deans Distinguished Student List, 1994, 1995
- Circle K International Award for Outstanding Board Member, 1994
- Pi Sigma Alpha Political Science Honor Society

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**P r o f e s s i o n a l   m e m b e r s h i p s**

- Member, American College Personnel Association
- Secretary, Virginia Tech Association for Student Development