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EDUCATION:

Master of Arts in Education, Educational Leadership and Policy Studies – Higher Education Student Affairs, Virginia Polytechnic Institute and State University, April 2004

Bachelor of Arts with Honors, Religious Studies, Biology Minor, Lynchburg College, May 2001

EMPLOYMENT AND OTHER RELATED EXPERIENCE:

Graduate Assistant, Office of Planning and Assessment, Virginia Tech, 2002 – 2003

- document learning outcomes from student activities
- generate complex statistical analyses
- manage large data sets

Editorial Assistant, *The College Student Affairs Journal*, 2002 – 2003

- coordinate the manuscript review process
- assist with editing manuscripts for APA publication requirements

Practicum, Graduate Honor System, Virginia Tech, Spring 2003

- initiate the review process for the Graduate Honor System Constitution
- develop and implement an Academic Integrity Discussion series
- create a faculty guide to use in assisting students concerning the honor system

Graduate Assistant, Residential and Dining Programs, Virginia Tech, 2001 – 2002

- complete daily administrative duties, facility oversight, and program initiatives
- manage hall staff and hall council budgets
- supervise 11 Resident Advisors
- conduct weekly meetings with residence hall staff members
- co-instruct one section of the Introduction to Residence Education Course
- advise Hall Council

Practicum, Residential and Dining Programs, Virginia Tech, Spring 2002

- assist in planning and implementing New Resident Advisor Selection Day
- Introduction to Residence Education Curriculum Committee member
- create a resource section within an existing residence hall supervisor resource manual

Student Judicial Board Chairperson, Lynchburg College, 2000 – 2001

- conduct judicial hearings
- facilitate training workshops for judicial board members, students, and faculty

Appeals Board Chairperson, Lynchburg College, 1999 – 2000

- conduct judicial appeal hearings
- present monthly reports on the Judicial Board to the faculty
- serve on the Student Government Association Executive Cabinet

HONORS:

Who's Who Among American Colleges and Universities, Lynchburg College, 2001
Outstanding Senior Award, Lynchburg College, 2001
Disciples Scholar Award, Division of Higher Education, Lynchburg College, 2000

RESEARCH:

Martin, J. E. (2004). A content analysis of student conduct codes.

PROFESSIONAL SERVICE:

Southern Association for College Student Affairs
The College Student Affairs Journal reviewer, November 2003 – present
Association for Student Development, Virginia Tech, 2001 – 2003
Director of Administration, 2002
Co-Chair, Drive-In Conference Registration Committee, 2002
Graduate Honor System, Virginia Tech
Judicial Hearing Panel Member, 2002 – 2003
Chi Sigma Alpha Honor Society, Alpha Chapter, Virginia Tech
Founding Member, 2002
Parliamentarian, 2002

REFEREED PRESENTATIONS:

REGIONAL AND STATE CONFERENCE PRESENTATIONS

Martin, J. E. (2003, January). An Introduction to Student Affairs Assessment: What New Professionals Should Know. Graduate Student Faculty Forum [GSFF], University of Florida, Gainesville, Florida.
Adams S. C., Colbert-Lewis, D. M., & Martin, J. E. (2003, January). Internationalizing Your Master's Curriculum? You Betta BELIZE It! Graduate Student Faculty Forum [GSFF], University of Florida, Gainesville, Florida.
Martin, J. E., & Paulin, J. C. (2002, November). Walk A Mile In My Shoes. Southern Association for College Student Affairs [SACSA] Conference, Biloxi, MS.
Martin, J. E., & Paulin, J. C. (2002, November). Walk A Mile In My Shoes. Virginia Association of Student Personnel Administrators/Virginia Association of College & University Housing Officers [VASPA/VACUHO] Conference, Wintergreen, VA.

OTHER PROFESSIONAL PRESENTATIONS:

Adams, S. C., Colbert, D. M., & Martin, J. E. (2002, October). Internationalizing Your Master's Curriculum? You Betta BELIZE It! Association for Student Development Invited Presentation, Virginia Tech.

PROFESSIONAL MEMBERSHIPS:

American College Personnel Association
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