

ADAM M. FOLEY

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EDUCATIONAL BACKGROUND

Virginia Polytechnic Institute and State University

Master of Arts in Education: Higher Education and Student Affairs • May 2005

Thesis Title: "Leadership Skills of First Year Students"

University of Minnesota, Twin-Cities

Individualized Bachelor of Science: Residence Life Studies and Sexual Health Education • Leadership Minor • May 2003

STUDENT AFFAIRS/ HIGHER EDUCATION EXPERIENCE

- **GRADUATE HALL DIRECTOR, VIRGINIA TECH** **AUGUST 2003 – PRESENT**
Oversee administration, management, and policy enforcement for co-educational residence hall housing 500 students. Directly supervise a staff of 11-12 Resident Advisors and 1 Resident Advisor Coordinator. Experience in traditional, suite-style, and athletics housing. Provide training during Fall Training and Leadership Workshop. Conduct weekly staff meetings, as well as one on one meetings with all RAs. Oversee all staff programming efforts. Advise building hall council. Co-instruct "Introduction to Residence Life" course for first year RAs. Assume campus on-call responsibilities for 9,000 residents. Act as primary accounts manager for RA and Hall Council accounts. Serve as judicial officer for building. Work with facilities and housekeeping staff for overall upkeep of building. Serve as referral agent for other university departments.
- **JUDICIAL AFFAIRS INTERN, VIRGINIA TECH** **AUGUST 2004- PRESENT**
Serve as hearing officer for on and off campus judicial cases submitted to the office of Judicial Affairs. Work with Judicial Affairs staff on all levels of cases. Prepare appeal hearing request materials for Associate Vice President for Student Affairs when necessary. Work with a variety of educational sanctions for judicial outcomes.
- **ACUHO-I INTERN, BARNARD COLLEGE** **MAY 2004 – AUGUST 2004**
Served as department's first intern at Private, Liberal Arts Women's Ivy League Institution. Worked with professional staff members in Office of Residential Life and Housing to plan and implement first year of Graduate Hall Director training for staff. Designed schedule and individual sessions for RA. Fall training. Researched, drafted, and published first editions of Graduate Hall Director Manual and Resident Assistant Manual for the department and institution. Worked with placement, occupancy management, and assignments.
- **INSTRUCTOR, LDRS 1016, VIRGINIA TECH** **JANUARY 2004- MAY 2004**
Co-taught LDRS 1016: "The Ways We Lead" as part of the Residential Leadership Community. Worked with 14 first-year students interested in leadership, focusing on various aspects of leadership, including group dynamics, multiculturalism, diversity, goal-setting, and organizational structure. Conducted leadership research and revised LDRS 1015 syllabus
- **APARTMENT COMMUNITY ADVISOR, UNIVERSITY OF MINNESOTA** **AUGUST 2002 – AUGUST 2003**
Worked in non-traditional, apartment-style setting as a facilitator of Community Development. Oversaw programming for 154-resident apartment complex, providing social and educational opportunities for a diverse resident population. Co-advised Community Council. Worked with Apartment Manager to oversee Office Assistant staff, policy, and management. Provided on-call duty assistance at all times, as well as emergency response and crisis management.
- **TEACHING ASSISTANT, UNIVERSITY OF MINNESOTA** **JANUARY 2003- MAY 2003**
Serve as a teaching assistant for *Educational Policy and Administration (EdPA) 1301W: Personal Leadership in the University*. This course offered students with an introduction to the concepts and theories of leadership and how they can be utilized on a University level. Worked with students through leading in-class discussions, maintaining class records, reviewing journals and other assignments, offering advice in office hours. Prepared weekly class lessons with professor.
- **ACUHO-I INTERN, VIRGINIA TECH** **JUNE 2002 – AUGUST 2002**
Worked with Assistant Director in the creation and coordination of all aspects of the Fall Training and Leadership Workshop (FTLW). Worked with roster management, training schedules, training evaluations, room reservations, program planning and coordination, staff arrival, and coordination of FTLW handbooks for distribution. Created a Hall Supervisor handbook for use during training for all new hall supervisors. Updated and expanded the *Practical Applications and Training Techniques* manual.
- **SENIOR COMMUNITY ADVISOR, UNIVERSITY OF MINNESOTA** **AUGUST 2001 – MAY 2002**
Worked with Residence Hall Director to create a cohesive team of 14 Community Advisors. Develop and maintain a social and academic environment in a resident community of 600. Support for Community Advisors in all aspects related to their role, including program planning, duty scheduling, shift changes, and training. Assisted in interviewing, selecting, and training Community Advisors. Created duty, information desk, and vacation schedule for Community Advisor staff. Trained and oriented student Security Monitors. Coordinated Weekend Admissions tours. Worked to facilitate staff development activities. Worked with Hall Director to advise Hall Council, providing team and leadership development.

- **COMMUNITY ADVISOR, UNIVERSITY OF MINNESOTA** **SEPTEMBER 2000 - MAY 2001**
Maintain productive and cohesive environment while building community for 40-50 residents in a building of 600 co-ed students. Provide educational and social programming. Advise floor government by empowering student leadership and overseeing floor budget. Perform administrative tasks including front desk operation, hall opening and closing, hall tours, and various other administrative duties. Assist with on-duty building security on a weekly basis. Attend weekly staff meetings and monthly, campus-wide in-service training programs.
- **LEAD SENIOR HEALTH ADVOCATE, UNIVERSITY OF MINNESOTA** **SEPTEMBER 1998 - MAY 2001**
Served as Lead Teaching Assistant (TA)- Health Advocate class, facilitated small group activities and large group discussion of presentations; organize and prepare class syllabus; contact speakers and organize course packet. Advocate in hall all three years.
- **SUMMER ASSISTANT, UNIVERSITY OF MINNESOTA** **SUMMERS 2000 & 2001**
Assisted students, conference guests and athletes through front desk operations, security, and custodial duties during summer conference operations, conducted Admissions tours for Department of Housing and Residential Life.

LEADERSHIP EXPERIENCE

- **PRESIDENT, ASSOC. FOR STUDENT DEVELOPMENT, VIRGINIA TECH** **DECEMBER 2003- DECEMBER 2004**
Serve as chief officer for ASD, work with executive board members, oversee bi-weekly general body meetings, provide professional development for members of Student Affairs community at Virginia Tech, work with conference chair to organize annual Drive-In Conference for student affairs professionals
- **REGIONAL ASSOCIATE FOR FINANCE AND RECORDS, MACURH** **NOVEMBER 2002- NOVEMBER 2003**
Responsible for financial records of the *Midwest Affiliate of College and University Residence Halls (MACURH)*, including budget maintenance, checkbook balancing, and check-writing. Responsible for compiling monthly financial statements. Maintain a current record of member affiliation status. Keep accurate records of proceedings at regional business meetings and present a transcription for approval at the following regional business meeting. Submit articles to the MACURH regional newsletter that include updates on financial matters, membership, and voting privileges.
- **STUDENT REPRESENTATIVE, BOARD OF REGENTS, UNIVERSITY OF MINNESOTA** **MAY 2002- MAY 2003**
Served as one of three student representatives to the University Of Minnesota Board Of Regents. Represented the Minnesota Student Association and its views at Board of Regents meetings when necessary. Worked with other representatives to prepare semi-annual reports to the Board of Regents. Reported back to Minnesota Student Association on board activities.
- **AURORA CENTER ADVOCATE, UNIVERSITY OF MINNESOTA** **NOVEMBER 2000- MAY 2003**
Worked as an advocate to counsel victim survivors and concerned persons of sexual assault and rape cases; offered resources to victims; provided programming on sexual assault topics; provided legal advocacy (i.e. write restraining orders).
- **NACURH 2002 CONFERENCE TEAM ASSOCIATE-CHAIR/ NBD LIAISON** **APRIL 2000- MAY 2002**
Helped oversee completion of bid to host the National Association of College and University Residence Halls (NACURH) Conference in 2002; prepared bid video; acted as liaison to National Board of Directors (NBD); helped organize Semi-Annual Business meeting, Preconference meetings, NRHH/NCC Registration Check-In, coordinated Bulldog Bash Event.
- **NRHH (NATIONAL RESIDENCE HALL HONORARY) PRESIDENT** **MAY 2000 - NOVEMBER 2001**
Presided at all meetings and delegated tasks to committees, represented NRHH at RHA (Residence Hall Association) meetings, attended NACURH, maintained status with National NRHH office.

HONORS AND AWARDS

- Chi Sigma Alpha Active Member, *Inducted Spring 2004 (National Student Affairs Honor Society)*
- NACURH Bronze, Silver, and Gold Pins
- Susan Stubblefield Service Award, *Awarded May 2003, University of Minnesota*
- MACURH Distinguished Service Award Nominee, *MACURH 2002, University of Northern Iowa*
- NACURH 4-year service pin, *May 2002, Awarded at NACURH 2002, University of Minnesota*
- Mortar Board National Senior Honor Society, *inducted April 2002*
- MACURH 4-year service pin, *Awarded at MACURH 2001, Creighton University*
- Programmer of the Month, *February, April, September 2001, University of Minnesota*
- NRHH Active Member, *Inducted Fall 1999*

PRESENTATIONS

- *Microphone Check...yo'self: The College Experience Through Music*, presented at RHF Fall Leadership Retreat, 2003
- *Let Your Advising Light Shine*, presented at SEAHO 2004
- *The Millenials: A Profile and Discussion*, presented at Nexus NEACUHO, 2004
- *You Better Recognize! Keeping The Momentum Going in Hall Council*, presented at RHF Fall Leadership Retreat, 2004
- *Many Signs on the Road to Advising Success*, presented at VASPA/VACUHO, 2004

CONFERENCES ATTENDED

- VASPA/VACUHO- November 2004 (Wintergreen, VA) - program presenter
- ASD Drive-In Conference- October 2004 (Virginia Polytechnic Institute and State University)
- RHF Fall Leadership Retreat- October 2004 (Harrisonburg, VA)
- Nexus NEACUHO- June 2004 (St. Johns University, New York, NY) - program presenter
- ACPA 2004- April 2004 (Philadelphia, Pennsylvania)
- SEAHO 2004- February 2004 (Hilton Head, South Carolina) - program presenter
- MACURH 2003- November 2003 (Southwest Missouri State University)
- ASD Drive-In Conference- October 2003 (Virginia Polytechnic Institute and State University)
- Pre-MACURH Retreat- October 2003 (Southwest Missouri State University)
- RHF Fall Leadership Retreat- September 2003 (Harrisonburg, VA)
- NACURH 2003- May 2003 (North Carolina State University)
- Pre-NACURH Retreat- April 2003 (North Dakota State University)
- ATCCHA Student Staff Conference- February 2003 (University of Minnesota)
- MACURH No Frills 2003- February 2003 (Northwest Missouri State University)
- Pre-No Frills Retreat- January 2003 (Creighton University)
- NACURH 2003 Semi-Annuals- January 2003 (North Carolina State University)
- MACURH 2002- November 2002 (University of Northern Iowa)
- UMR-ACUHO 2002- October 2002 (St. Paul, MN)
- SEAHO ADVANCE- June 2002 (Valdosta State University, Valdosta, GA)
- NACURH 2002- May 2002 (University of Minnesota) - Conference Team
- ATCCHA Student Staff Conference- February 2002 (St. Olaf College, Northfield, MN)
- NACURH 2002 Semi-Annuals- January 2002 (University of Minnesota) - Conference Team
- UMR-ACUHO 2001- November 2001 (St. Norbert College, Green Bay, WI)
- NACURH 2001- May 2001 (University of Southern California) - Bid presenter, program presenter
- MACURH NO FRILLS 2001- February 2001 (University of Missouri at Rolla)
- UNIRA CONFERENCE - January 2001 (University of Northern Iowa) - program presenter
- MACURH 2000 - October 2000 (University of North Dakota) - program presenter
- CLUE INTO CSP CONFERENCE - October 2000 (University of Wisconsin at LaCrosse)
- NACURH 2000 - May 2000 (University of Colorado, Boulder)
- LEAD ON- January 2000 (University of Minnesota, Twin Cities)
- MACURH 1999 - November 1999 (University of Minnesota, Twin Cities)

PUBLICATIONS

- Foley, A. (2004, September 4). Let your advising light shine: Three areas to help you develop as an advisor. *Reslife.net: Leadership Development and Advising*. Retrieved November 7, 2004, from http://www.reslife.net/html/leadership-dev_0904a.html
- Foley, A. (2004). *Barnard college graduate hall director manual*. New York: Barnard College.
- Foley, A. (2004). *Barnard college resident assistant manual*. New York: Barnard College.

REFERENCES

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