

Mock Interview and Resume Critiques at All of the Above

The following is a list of jobs that participants in the All of the Above Conference can “apply” for. This model allows the interviewer and the interviewee to have a common theme when running the mock interview.

The interviewee can be planning to “apply” for the job now, based on current skills, or use the interview to learn what additional knowledge, abilities, and skills would be required for the job.

The interviewee may also “apply” for a job that he/she has found at an actual college that appeals to him/her. A copy of the job announcement should be provided to the interviewer.

Although the mock interview is in an informal setting, the interviewee should treat it with the same level of professionalism as he/she would when going on a real interview, e.g., be on time, shake hands, have a copy of your most recent resume, etc.

Each session will last about 50 minutes. You can do 1) a mock interview, 2) a resume critique, 3) both, in the same sessions or at multiple sessions. You just need to let us know what model you wish to follow. You can also leave your resume to be critiqued and then mailed to you after the conference.

Come prepared to be asked some thoughtful questions, and then debrief the process afterwards.

Newbie University

ACADEMIC ADVISING

Position: ACADEMIC ADVISOR

Department: OFFICE OF ACADEMIC SERVICES

DESCRIPTION OF DUTIES: As a member of the Academic Services team, the Academic Advisors provide a safe, non-judgmental, and comfortable advising atmosphere where students are encouraged to grow intellectually and personally. Advisors help students make positive decisions that enable them to move forward in their academic lives, challenging students to stretch their strengths, experience new things and use their time in the college as a learning experience. Responsibilities include:

- Provide in-depth academic counseling and developmental advising to all Newbie University undergraduate students (day and evening) while maintaining accurate records of all sessions.
- In areas of academic advising specialization (honors, transfer, LSM and Exploratory), establish and maintain collaborative and supportive relationships with Department Chairs, Student Life staff, and faculty affiliated with the respective disciplines/ programs of specialization.
- Participate in and create major academic advising initiatives and interventions. This includes: summer orientation, transfer registration day, and other college programs.
- Track students progress toward graduation, including auditing of all rising senior’s academic work.
- Teach one section of first-year seminar or transfer seminar.

- Represent the Advising Center on college committees and task forces as well as various professional organizations.

REQUIREMENTS: Master's degree (preferably in education, college student personnel, counseling or related field) or an equivalent combination of education and experience is required. Must have the ability to work with students, parents, faculty, and staff. Must have excellent oral and written communication skills; and be well organized and detail oriented. Knowledge of Microsoft Office, Banner, and Internet. Experience and commitment to working with a diverse student body.

ADMISSIONS

Position: ASSISTANT DIRECTOR OF UNDERGRADUATE ADMISSION

Department: OFFICE OF UNDERGRADUATE ADMISSION

DESCRIPTION OF DUTIES: Newbie University seeks a highly motivated, articulate, and creative professional to fill a full-time position in the Office of Undergraduate Admission. The Assistant Director of Admission will participate in all major responsibilities shared by the admission counseling staff including:

- representing Newbie University and participating in on and off campus events;
- recruiting students via travel to targeted areas both in the US and abroad;
- interviewing prospective students and families;
- reviewing applications and rendering admission decisions for domestic and international students; and,
- assisting in daily demands of a highly service-oriented office.

We are seeking an individual who has demonstrated interest and knowledge in both domestic and international recruitment. An understanding of the needs of diverse populations is essential. Experience evaluating foreign credentials preferred.

REQUIREMENTS: A Bachelor's degree, a valid driver's license and passport, and 1 - 3 years of admission experience. International admission experience is preferred. Excellent organizational and communication skills required. Ability to work both independently and as part of a collegial professional staff. Advanced technical and analytical skills a plus.

CAMPUS ACTIVITIES

Position: ASSISTANT DIRECTOR OF CAMPUS ACTIVITIES

Department: CAMPUS LIFE

DESCRIPTION OF DUTIES: Some of the specific responsibilities of the Assistant Director include: serving as the general adviser to more than 35 student groups, including developing initiative to increase student group involvement and faculty/staff advisor training; planning and implementing two annual public art sales generating more than \$140,000 in revenue; developing programs and events to enhance the community experience; assisting with the planning, implementation and evaluation of New Student Orientation; and assisting in student leadership development.

The Campus Life staff represents an energetic group of professionals who are exceptionally committed to student development. We are part of a thriving division of Student Affairs and a community of artists, scholars, and practitioners. While not all of us have an artistic background, we all share an appreciation for the arts and the creative process. We are looking for an energetic, dedicated professional to join our team.

REQUIREMENTS: ·Masters degree with at least one year of student affairs experience (strongly preferred) or Bachelors degree with two years of student affairs experience. Considerable experience in advising, program development and implementation, residence life, and student development

CONFERENCE SERVICES

Position: ASSISTANT DIRECTOR OF RESIDENCE LIFE: CONFERENCE AND EVENT PLANNING

Department: HOUSING AND DINING SERVICES

DESCRIPTION OF DUTIES: The Assistant Director of Residence Life: Conference and Event Planning works with the Residence Life Team to foster a residential environment that fulfills the goals and vision of the Office of Residence Life Mission Statement: To create safe and inclusive learning communities that support, challenge, and inspire all students to be ethical leaders and citizens in a diverse society.

The Assistant Director of Residence Life: Conference and Event Planning will provide leadership in the overall operation of the Housing and Dining Services programmatic spaces and successfully accomplish administrative functions required in managing a conference and residential program. The Assistant Director will facilitate the overall management of the desk operations. The Assistant Director will assist in administering lodging and meeting areas to Newbie University guests in twelve residence halls with a capacity to serve 4900 guests. The Assistant Director will provide quality customer service in support of conferences and related special programs, through effective utilizations of institutional and community resources. The Assistant Director will also manage the Durrell Center, which is a programming facility. The main goal of the Durrell Center is to help provide a wide variety of programs and events that offer the opportunity to explore the diverse nature of the Newbie University community. Programming facilities at the Durrell Center include: a game room, resource room, weight room, several meeting rooms, and desk services.

The selected candidate will be well-organized and able to work under pressure with multiple and consistently changing deadlines. To be successful in the position, the Assistant Director must have excellent interpersonal communication, organization, administrative skills and demonstrated experience with taking initiative. In addition, the Assistant Director will need a strong ability to establish and maintain effective and collaborative supervisory and collaborative working relationships; event planning and implementing basic knowledge of legal contracts. An expressed and demonstrated commitment to diversity and student development is critical for this position.

REQUIREMENTS: Master's Degree in Business, Communications, Marketing, Student Affairs and Higher Education or related field; or Bachelor's Degree in Business, Communications, Marketing and Design or related field and two years of experience working with conferences/event planning. Experience working with conferences and event planning. Experience working in residence life/housing department. Demonstrated commitment to diversity. Preferred: Experience with analyzing and resolving conflict, team building, group dynamics, crisis management and problem solving skills.

DISABILITY SERVICES

Position: ASSISTANT DIRECTOR OF DISABILITY SERVICES

Department: OFFICE OF DISABILITY SERVICES

DESCRIPTION OF DUTIES: Assistant Director of Disability Services oversees the coordination and provision of all reasonable accommodations for students with disabilities, including negotiation and approval of service providers for students with learning disabilities and ADHD, negotiating and collaborating with faculty members regarding accommodation, and reviewing any and all grievances brought forth by students with disabilities. The Assistant Director provides support to all areas of Newbie University including review and consultation on all construction/building projects and in development of University policies/procedures specific to access for persons with disabilities in consultation with the University's ADA Compliance Officer. The Assistant Director is responsible for the assessment process and the development and coordination of retention/intervention services for students with disabilities including working both 1:1 with students as well as with groups to provide support, advocacy, and coaching specific to issues related to disability. The Assistant Director oversees the collection of data and generation of reports regarding services and serves as the University resource regarding disability.

REQUIREMENTS: Experience in the provision and direction of services for persons with disabilities. A minimum of two (2) years experience in a post-secondary setting. Experience with staff supervision and with budgeting. Experience in interpretation of psycho-educational test results and reports, as well as other forms of medical and or psychological documentation. Master's degree required. Bachelor's degree with a minimum of three years of experience providing accommodations to students with disabilities at a post-secondary level may substitute.

DIVERSITY INITIATIVES

Position: COORDINATOR OF DIVERSITY INITIATIVES

Department: OFFICE OF MULTICULTURAL AFFAIRS

DESCRIPTION OF DUTIES: Newbie University invites nominations and applications for Coordinator of Diversity Initiatives. This individual will lead efforts to build a diverse institutional community by fostering a climate supportive of respect, social justice, and broad participation. Creating a warm and welcoming university environment will model an effective and diverse working and learning environment for our students, as well as supporting our teaching, research, and outreach. We recognize diversity in terms of ethnic, social, economic, and cultural differences.

Responsibilities of this position include the following:

Coordinate programs, services, and resources throughout the campus to promote the development of a culturally diverse university community.

Improve existing programs and develop new initiatives in the areas of recruitment and retention of faculty, students, and staff from historically underrepresented groups.

Provide strategic planning and leadership for institution-wide and departmental diversity and inclusiveness programs.

Serve on various department, program, and university committees that are consistent with the responsibilities of the position.

REQUIREMENTS: Required qualifications include a bachelor's degree, a demonstrated commitment to diversity and inclusiveness, and progressively responsible career experience related to the specific functions of this position. Preferred qualifications include an advanced degree and professional experience with diversity and/or multicultural initiatives in the corporate and/or higher education setting. Other preferred characteristics include the ability to build consensus and relate effectively to a wide variety of people, the ability to work with colleagues to implement a strategic plan based on a shared

vision, a collaborative leadership style, excellent organizational and managerial skills, strong written and verbal communication skills, good computer/technology skills, and a demonstrated ability to develop and deliver programs and presentations.

GREEK LIFE

Position: ASSISTANT DIRECTOR OF FRATERNITY AND SORORITY LIFE

Department: STUDENT LIFE

DESCRIPTION OF DUTIES: Newbie University seeks an Assistant Director for Fraternity and Sorority Life who will contribute to Newbie University's mission of developing citizen leaders who are prepared to make positive contributions to the common good. The incumbent has the unique opportunity to work closely with 12 fraternities and sororities.

In a learning-centered environment, the Assistant Director will advise and lead an organization of national sororities and fraternities; provide leadership development; offer programming supporting the University's student development mission; provide programming for fraternity and sorority advisors; advise the College Pan-Hellenic Council, National Pan-Hellenic Council, Order of Omega, and Rho Lambda; serve in campus-wide student affairs leadership assignments; coordinate Greek Summit, Officer Transitions Training and summer president's workshop; collaborate with faculty, staff, & students to help enhance Greek Life on campus; and serve as a member of the Student Union and Involvement staff. Evening and weekend work required.

REQUIREMENTS: Earned Masters Degree in student personal administration, higher education administration, or similar program; minimum two (2) years of administrative experience in Fraternity and Sorority Life with experience advising the College Pan-Hellenic Council and/or National Pan-Hellenic Council; experience with budget management, event planning, computers, web design, organization advisement, and recruitment software programs is a plus.

NEW STUDENT PROGRAMS

Position: ASSISTANT DIRECTOR OF NEW STUDENT PROGRAMS

Department: STUDENT LIFE

DESCRIPTION OF DUTIES: The Assistant Director of New Student Programs will: (1) coordinate the new student orientation program; (2) coordinate, monitor, and assess learning community program initiatives; (3) serve as chapter advisor for the Newbie chapter of Phi Eta Sigma freshman honorary society; (4) establish and implement a faculty and new student mentoring program; (5) oversee the implementation of the attendance tracking and residence hall early alert initiatives; (6) teach new student orientation courses; (7) coordinate the fall Student Convocation program; and (8) assist with University-wide initiatives related to student life.

REQUIREMENTS: Master's Degree in Higher Education, Student Affairs or related field required. Two years experience in specialties related to new student programs, especially experience with large-scale orientation programs, supervisory and training, fiscal management, and teaching. Computer skills must include knowledge of spreadsheets and database applications, web and presentation design, and publishing applications. Successful candidates will demonstrate effective communication skills and the ability to work with people from diverse backgrounds.

RESIDENCE LIFE

Position: RESIDENCE HALL COORDINATOR

Department: RESIDENCE LIFE

DESCRIPTION OF DUTIES: The Residence Hall Coordinator is a full-time, professional, 12month, live-in position with a primary responsibility for the students as well as operation of multiple residence halls housing 450-500 residents. Duties include direct supervision of 10 paraprofessional staff, coordination of evening hours of front desk operation, advisement of the hall council (as applicable), Residential Learning Community, Honors College. Participate in the On-Call Rotation with other Residence Hall Coordinators for 20 Resident Assistants and 1000 residents. Coordinate and supervise all RA & RHA conference travel, shop for programming supplies and ancillary duties as assigned. The Residence Hall Coordinator reports directly to the Associate Director of Residence Life and indirectly to the other Associate and Executive Directors for Residence Life.

REQUIREMENTS: Bachelor's degree plus two years experience as a graduate hall coordinator or resident advisor. Additional education can be substituted for the required experience on a one for one basis. Master's degree is preferred. Experience in a professional residence life capacity desired. This is a security sensitive position. Employment is contingent upon a successful background check.

STUDENT LIFE

Position: ASSISTANT DIRECTOR OF STUDENT ACTIVITIES

Department: STUDENT LIFE

DESCRIPTION OF DUTIES: Seeking applications for this full-time administrative position, to provide guidance and leadership to University-recognized student organizations and clubs in planning, budgeting, organizing, and delivering events and activities that enhance the student's total educational experience and strengthen the University's student centered role and mission. Collaborates with various campus departments and student organizations, as well as develops a working plan and relationship with the two satellite campuses of Newbie University. Serves as primary advisor to Associated Student Government, Activities Council, and Club Advisory Board and provides leadership and guidance to all officers, senators, and committees. Develops methods of research (assessment) to accumulate pertinent data/information in determining student attitudes, interests and needs; contributes to planning and programming. Hires the staff and supervise the University Center information desk student staff and University Center Building manager student staff.

REQUIREMENTS: Requires a Bachelors degree from an accredited institution and evidence of progressive professional experience in college activities programming, budgeting and activities advising; knowledge of student development theory; demonstrated experience and understanding of customer service; experience with developing and maintaining web pages; and evidence of having built collaborative partnerships in regard to student activities. Excellent interpersonal, verbal, and written communication skills, broad experience in integrating issues relating to student activities and student development in a college/university setting, experience with budget and financial management, and ability to work with diverse groups of students, staff, and community members a must. Position requires flexible "hours and days" to accommodate student and institutional programming. General knowledge of computers and AV technology, and prior familiarity with the policies and structure of a typical four year public college/university are helpful. Salary commensurate with education and experience.