

JOSHUA ALEXANDER MAXWELL

921 East Wooster Street, Bowling Green, OH 43403 | Phone: (740) 629-5220 | E-Mail: joshuamaxwell1@gmail.com

Education:

Bowling Green State University (BGSU) – Bowling Green, OH
Master of Arts in College Student Personnel (CSP)

Expected Graduation: May 2013
GPA: 4.00/4.00

Marietta College – Marietta, Ohio
Bachelor of Arts in International Leadership Studies

Graduation: May 2011
GPA: 3.48/4.00

Residence Life Experience

Graduate Intern – Chapman Learning Community, BGSU

August 2011 – Present

- Advance the service-learning mission of a first-year, 200-person, living learning community through teaching service-learning courses and planning/implementing community-wide events built around volunteerism and first-year transition
- Interview, select, and supervise 10-12 sophomore, residential peer mentors in collaboration with a faculty advisor for the purpose of providing transitional support to the Chapman Learning Community's 200 first-year students
- Teach a one-credit leadership course to the community's second-year peer mentor students with a focus on developing students' personal definitions of leadership and their understanding of the components of the leadership process
- Plan and implement monthly educational & social events for the first-year students in the learning community
- Teach a one-credit hour service-learning course designed to engage first-year students in service work through reflection activities focusing on concepts of social justice
- Collaborate with community partners to provide volunteer opportunities for students and respond to community needs
- Advise the American Red Cross Club student organization at BGSU in conjunction with a service-learning course
- Coordinate the transportation of Chapman students to service sites in and around the Bowling Green area
- Pre-advise forty-six first and second-year students regarding academic planning, course registration, and career goals
- Assist with Chapman recruitment efforts by creating materials and actively recruiting first-year students

Greek House Director – Fraternity & Sorority Life, BGSU

August 2011 – Present

- Supervise a chapter house occupied by two fraternities and one residence life floor
- Intervene in crisis situations, resolve conflicts, and provide appropriate documentation incidents
- Advise two chapters including weekly meetings with executive boards and chapter officers
- Facilitate large and small group discussions and educational programming for four Greek retreats on campus
- Manage housing facilities for 36 residents to ensure a safe and positive living-learning environment
- Chart the progress of each chapter through weekly reports and assess chapter progress towards annual goals
- Collaborate with students to revise and implement recruitment programming and strategies
- Communicate with international staff and alumni regarding chapter issues and performance

Resident Advisor Training Action Team Member – Office of Residence Life, BGSU

December 2012 - Present

- Assist in creating a general schedule of sessions including crisis response, diversity education, etc.
- Participate in the weekly Resident Advisor Training Action Team meetings
- Review training curriculum and assist in the development of new topics, activities, talking points, and assessment
- Review and assist in revising interactive training sessions and convert content from PowerPoint slides to online modules
- Conduct interviews with candidates for resident advisor positions at Bowling Green State University

Leaders-in-Residence Co-Facilitator – Office of Residence Life, BGSU

January 2012 – Present

- Co-teach a seven-week leadership development workshop each spring semester to 27 students using Kouzes and Posner's Leadership Challenge model, including administering the Leadership Practices Inventory to all students
- Engage participants in weekly session planning to maintain interest of all students in a voluntary workshop
- Develop and teach lesson plans for each session and submit them to the Leaders-in-Residence Coordinator

Resident Assistant – Department of Residence Life, Marietta College

August 2008 – May 2010

- Managed housing facility needs for over 40 first-year students each year
- Provided transitioning skills through programs focused on time management, personal relationships, and alcohol awareness
- Responded to crisis situations and enforced the student code of conduct with appropriate documentation

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Additional Experience

Orientation Programmes Intern – Campus Life Division, University of Auckland, New Zealand June 2012 – July 2012

- Consulted full time with the division and the university on the institution's overall first-year transition process
- Performed a comprehensive qualitative study of The University of Auckland and its current first-year programmes
- Interviewed over 40 faculty and staff to learn of current first-year transition practices and philosophies
- Fostered relationships with key stakeholders to garner support for future first-year transition recommendations
- Synthesized data from a quantitative study on the institution's orientation programme to identify key findings
- Conducted a literature review of international best practices in orientation, academic intervention, first-year seminars, learning communities, and peer mentoring
- Created recommendations for Campus Life and the university regarding its first-year transition programmes
- Developed a comprehensive report for the university that includes a literature review of international best practices, a summary of the university's best practices, and recommendations for first-year transition programming

Research Assistant – Office of Service-Learning, BGSU August 2012 – Present

- Research experiential education policies of peer institutions and synthesize a summary of similarities/differences
- Serve as research assistant to a university committee developing a new experiential education policy applicable to service-learning opportunities

President – Bowling Green Student Development Association (BGSDA), BGSU January 2012 – December 2012

- Facilitated meetings of the executive board, cabinet, and general membership on a monthly basis
- Communicated with the chair of the Dept. of Higher Education and Student Affairs (HESA) to support its initiatives
- Supervised social and professional development opportunities for the College Student Personnel graduate program
- Fostered a collaborative relationship between the master's and doctoral students in HESA
- Represented the College Student Personnel program as a speaker at various ceremonies and functions

Student Worker/Summer Intern – McDonough Leadership Program, Marietta College May 2009 – May 2011

- Worked as a full-time employee in the summers of 2009 and 2010; Switched to part-time worker during academic years
- Assisted in the planning and set-up of the 2009 and 2010 McDonough EXCEL Orientation Workshop
- Created and maintained files for over 140 students over a two-year period
- Maintained and updated the website for the McDonough Center
- Carried out administrative duties as instructed by the administrative coordinator

Provost Search Committee Student Representative – Marietta College October 2010 to February 2011

- Reviewed and scored over 130 applications that included cover letters, curricula vitae, references, and other materials and selected the top 30 candidates deemed most qualified in a committee
- Partnered with a faculty member and performed three reference checks for each candidate
- Interviewed the final 10 candidates with a committee in lasting 2 ½ hours each
- Organized on-campus interviews between the final three candidates and various student constituencies
- Represented student interests and worked with the committee to achieve a consensus on the desired candidate

Conference Experience

New Professionals Institute Team Member – NASPA 4E Regional Conference May 2012 – November 2012

- Maintained communication with the New Professionals Institute team via e-mail and conference calls
- Assisted with recruitment of presenters for the institute
- Promoted the institute to graduate students and new professionals
- Designed and implemented assessment tool upon peoples' completion of the day-long institute experience

Professional Organizations and Honoraries

- ACPA (College Student Educators International): Member since 2010
- NASPA (Student Affairs Administrators in Higher Education): Member since 2012
- Omicron Delta Kappa (National Leadership Honorary): Inducted in spring of 2010

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REFERENCES

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Director

Chapman Learning Community

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Relationship: Supervisor in Chapman Learning Community

Dr. Jeffrey L. Kegolis

Assistant Dean of Students

Office of Campus Activities

Bowling Green State University

401 Bowen-Thompson Student Union

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Relationship: Supervisor as Greek House Director

Dr. Maureen E. Wilson

Associate Professor/Chair

Department of Higher Education and Student Affairs

Bowling Green State University

330 Education Building

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Relationship: Professor and Advisor for BGSDA

Dr. Sherona Garrett-Ruffin

Assistant Director and Instructor of Psychology and Women's Studies

Chapman Learning Community

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Relationship: Co-Instructor in Chapman Learning Community

Marie-Jo Wilson

Student Engagement Manager

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Relationship: Supervisor at The University of Auckland