

# DAMIAN MEDINA

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POSITIVITY • COMMUNICATION • WOO • CONSISTENCY • LEARNER

## EDUCATION

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Texas A&M University, College Station, Texas

<b><u>Masters of Science</u></b> , Educational Administration Student Affairs Administration in Higher Education	May 2005
<b><u>Bachelor of Arts</u></b> History (Major), Political Science (Minor)	May 2003

## PROFESSIONAL EXPERIENCE

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- **Director of Student Life**
  - American University of Kuwait, Salmiya, Kuwait, August 2008-Present  
(Middle-Eastern Segregated Liberal Arts Non-Residential Institutional Campus)
  - **Department Staff Supervision**
    - 5 Professional Staff Members; 7 Para-Professional Staff Members; 12 Student Workers
  - **Department Areas of Responsibility**
    - University student work-study program
    - University ID card program
    - New Student Orientation and Welcome Back Week
    - L.E.A.D. (Learn Experience Achieve Discover) at AUK Leadership Program
    - Judicial Affairs (Student Adjudication)
    - Diversity Programming including International and Social Awareness Weeks
    - University Student Awards Night, Homecoming Week (co-coordinate), and Earth Day
    - Intramurals Sports Program and Inter-Collegiate Athletic Sports (11 male and 4 female teams)
    - Student Organizations: Oversee, advise, and support 25+ student organizations with over 150 student leaders; Oversee creation of new student organizations and all registration and re-registration procedures and processes; Creation of student organization policies, procedures, and forms including financial liability and risk-management and space allocation/reservation
    - Student Government Association (SGA): Advise and support SGA including budget management in addition to creating a foundational constitution outlining student representative senate body
    - Campus Activities Board (CAB): Budget management while providing advisement and support to university student programming board
    - The Voice of AUK: Budget management and provide support to university student newspaper
    - University Events: Oversee and create university-wide social activities in segregated environment
    - University liaison for Student Issues with AMIDEAST International Student Exchange Program
  - **Department Fiscal/Budgetary Responsibility of \$600,000+ (\$150,000 is SGA, CAB, and Voice)**
- **Associate Director/Director of Orientation**
  - Barnard College of Columbia University, College Activities Office  
New York City, New York, March 2007-July 2008
  - **Director of Orientation** to the New Student Orientation Program (NSOP) of Barnard College
    - Supervised, advised and oversaw student committee in conjunction with Columbia University to produce week long New Student Orientation Program consisting of over 15 Barnard specific programs and Columbia/Barnard joint programs for 2100+ Students
    - Co-Created marketing for recruitment and co-development of training retreat and weekly spring semester training sessions for committee
    - Managed and oversaw Barnard College specific budget of \$135,000+ and a co-manage and oversee a joint Barnard College/Columbia University specific budget of an additional \$150,000+
  - **Primary Advisor** to 25 Student Organizations including
    - First-Year Class Council
    - Advised and oversaw Mortarboard Yearbook Student Organization and production of University Yearbook. Oversaw revamping overall structure of student committee and actual yearbook
  - **Interim 3 month Advisor and Programming Specialist to**
    - Senior Class Council
    - Senior Week: Major programming week on campus for all seniors with budget of \$150,000
    - 1 Cultural Heritage Month

- Advised an additional number of student organizations
- **Programming Specialist** which oversaw 2 Cultural Heritage Months with Student Committees
- **Department Webmaster:** Updated and enhanced department website
- **Course Instruction:** Revamped, Developed and Taught Emerging Leaders Program (ELP) – A Selective Leadership Program for 1<sup>st</sup> Year Students
- **Administrator of the Year 2007-2008 Award Recipient**, Barnard College
  - Shortest Time-Tenured Administrator at College to Receive Award
- **Coordinator for Student Organizations and Leadership Development**  
University of South Florida Office of Student Engagement & Involvement/Student Activities, Tampa, Florida, July 2005-March 2007
  - **Supervised 2 graduate assistants** working with the areas of GLBTQ Programming and Safe Zone Ally Program and Leadership/Student Organizations
  - Oversaw 3 area budgets of approximately \$22,000 total
  - Assisted with Development of Co-Curricular Transcript
  - Administrator for EBI University-Wide Student Organization Leadership Assessment
  - Oversaw University-Wide leadership programs and conferences (July 2005–July 2006)
    - Developed 4-Year Leadership Certification Program
    - Developed 3 university-wide Leadership Conferences
    - Coordinated and oversaw leadership development in student organizations as needed
  - **Oversee, advise and support 400+ student organizations**
    - Oversaw all student organizations re-registration procedures and processes
    - Oversaw student organization database in connection with university registration system
    - Oversaw creation and regulation of Blackboard student organization communities
    - Oversaw new student organizations’ creation and registration process
    - Mediated and oversaw student organization disciplinary issues
    - Advised and provided overall support to student leaders and organizations
  - Provided vision, direction, and guidance for GLBTQ Programming and Safe Zone Ally Program
  - Primary advisor to 3 student organizations
  - Served on 3 National Search Committees
    - Associate Dean for Engagement and Involvement (Summer 2006); Sports Club Coordinator (Summer 2006); Webmaster (Fall 2006)
  - Served on a Student Honors Thesis Committee, Spring 2006
- **Graduate Assistant**  
Texas A&M University Memorial Student Center (MSC) Student Programs Office, College Station, Texas, August 2004-June 2005
  - **Primary Advisor** to the MSC Asian Cultures Education (ACE) Committee and Asian Issues Assessment Task Force
    - Advised and oversaw student committee during a rebuilding year by creating a newly designed committee and department structure
    - Advised and oversaw students during an in-depth assessment of Asian students’ views on the Texas A&M University campus and the student body needs associated with Asian and Asian-American culture and programs
  - **Primary Advisor** to the Student Leaders of Tomorrow (SLOT) Conference/Student Committee
    - Advised and oversaw 26 students’ year-long on preparation for 3-day conference consisting of 325 high school students; Oversaw budget of approximately \$22,250
  - **Primary Advisor** to the *Go Center* Outreach Program
    - Advised and oversaw student committee that coordinates outreach program to high schools
  - **Secondary Advisor** to the Waves of Change Service Conference
    - Co-advised student committee on all aspects dealing with 3-day service conference
  - Served on search committee for Student Development Specialist II department position
  - Worked with University Department Programming Council/Board
- **Graduate Intern – Chinese International Student Activities Office**  
Xi’an Jiaotong University, Xi’an, Shaanxi, China, June–August 2004
  - Assistant Director of the Tuanwei (Student Activities) Office and Communist Youth League Committee
  - Vice Secretary-General (Advisor) of Students’ Union, Graduates’ Union, and Union of Students’ Societies
  - Supervised activities and managed affairs of students
  - Observed and gathered knowledge on Chinese universities in regards to their structure, mission,

- Enhanced knowledge of U.S. student affairs concepts and experiences in comparison to Chinese
- **Graduate Assistant**  
Texas A&M University Memorial Student Center (MSC) Student Programs Office,  
College Station, Texas, May 2003–May 2004
- **Program Director** for MSC Aggie Nights -Produced a weekly university-wide Friday night program with average of 900 attendees per night
  - Coordinated volunteer and/or sponsoring student committees and organizations
  - Supervised two student staff workers' responsibilities and schedules
  - Oversaw budget of approximately \$3,200 per night / \$90,000 for the year
  - Served as member on student affairs division task force on program assessment
  - Produced and oversaw marketing program to entire university community
  - Designed and maintained web page
- **Secondary Advisor** for MSC LEAD sophomore committee and Aggies Reaching Out (ARO) Program
  - Advised and oversaw ARO sub-committee during school year to prepare 1 week-long program to take 30 Texas A&M students to the South Texas Region to learn about Hispanic culture, while establishing a mentoring program for 80 8<sup>th</sup> grade first-generation college students and enhancing their knowledge about post-secondary education
- **Graduate Intern** – Greek Life Area  
Baylor University Student Activities Office, Waco, Texas, January–April 2004
  - Assisted in program and document development
  - Composed evaluation/scoring system for accreditation program
  - Created E-Newsletter template and monthly up keep
  - Developed Greek Life Comprehensive Report
- **2002 Alpha Phi Omega National Convention Chair**, Spring 2001–Fall 2002
  - Professional Experience - Organized, facilitated, and provided strategic oversight to 28 member committee for production and direction on all aspects of national convention in New Orleans for 2,300 attendees
  - Served on National Search Committee for National Executive Director
  - Oversaw budget of approximately \$240,000

#### INSTRUCTION & COURSE DEVELOPMENT

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- Essentials of Learning (1 Academic Credit), American University of Kuwait. Fall 2010
- University Experience (2 Academic Credits), University of South Florida. Fall 2006 (2 Sections); Fall 2005
- Emerging Leaders Program (Non-Academic Credit), Barnard College. Fall 2007–Spring 2008

#### INTERNATIONAL AND MULTICULTURAL EXPERIENCE

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- Bilingual: English-Spanish
- Director of Student Life, American University of Kuwait, Kuwait City, Kuwait, August 2008-Present
- Student Affairs Internship to Xi'an, China, June–August 2004
- Texas A&M University study abroad program in Krakow, Poland, May–June 2000

#### SELECTED VOLUNTEER EXPERIENCE AND PROFESSIONAL AFFILIATIONS

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- Member, National Association of Student Personnel Administrators (NASPA), September 2003–Present
  - International Education Knowledge Community Region II Representative, March 2007-June 2008
  - Florida State Board, Latino/a Concerns & International Education Knowledge Community Representative, August 2006–March 2007
  - National Conference Volunteer, March 2004
- Founding Member, International Association of Student Affairs and Services, February 2009–Present
  - **Vice-President/President-Elect**, February 2010–Present
  - Leader for Sub-Group on Methods for IASAS to Communicate Internally, August 2009–Present
  - IASAS Website Webmaster and Google Groups Moderator, June 2009–Present
- Member, Texas A&M University Study Abroad Health & Safety Subcommittee, Fall 2004–Spring 2005
- Alpha Phi Omega, National Service Fraternity
  - Life member, May 2003–present; 1050 hours of service, Spring 1999–Spring 2003
  - **Service Chair**, Region IV (Alabama, Florida, Georgia, Puerto Rico, South Carolina and Tennessee, plus some counties of Kentucky), October 2005–March 2006
  - **Leadership Development Chair**, Section 74 (Florida), October 2005–March 2006
  - **Leadership Development Chair**, Region VII (Louisiana, Mississippi, New Mexico, and Texas), February 2005–September 2005

- **Presenter, APO LEADS National Leadership Development Program**, Summer 2003–Present
- Communication Specialist, National Service/Communication Program Committee, September 2003–September 2005

#### PRESENTATIONS

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- Co-presenter. *Going Global - Where to begin? Preparing for opportunities abroad*, NASPA 2010. March 2010.
- Presenter. *Exploring the Globalization of Student Affairs Through the Eyes of China*, NASPA 2007 International Symposium. April 2007.
- Co-presenter. *Assessing effectiveness: Professionals creating a "safer zone" for GLBT students*, ACPA/NASPA 2007 Joint Meeting. April 2007.
- Presenter. *StrengthsQuest. 8 Different Groups/Different Dates & Times*.
- Co-presenter. *Teaching Old Dogs New Tricks*, Association of College Unions International (ACUI) Programming Conference. January 2006.
- Co-presenter. *The Adobe Pipeline: Recruiting Latinos Into Student Affairs Administration*, NASPA Multicultural Institute. December 2005.
- Co-facilitator. Oxfam Hunger Banquet Model. January 2005.
- Presenter. *Launch*, APO LEADS National Leadership Development Program. December 2004.
- Presenter. *Discover*, APO LEADS National Leadership Development Program. April 2006.
- Co-presenter. *Launch*, APO LEADS National Leadership Development Program. October 2003; January 2004; February 2004; April 2004; May 2005.
- Co-presenter. *Discover*, APO LEADS National Leadership Development Program. December 2004; May 2005.
- Co-presenter. *SERVE*, APO LEADS National Leadership Development Program. July 2005.

#### PROFESSIONAL DEVELOPMENT, TRAINING & CERTIFICATIONS

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- Summer Institute for Intercultural Communication (SIIC). July 2009
  - Session I: Foundations of Intercultural Communication (3 Days)
  - Sample of SIIC: Simulations (1 Day)
  - Session II: Facilitating Intercultural Diversity (5 Days)
  - Session III: Dealing with Privilege (3 Days)
- Facilitating High Performance Teams Training Workshop. October 2008.
- Gallop Conference on Building a Strengths-Based Campus. June 2006.
- Certified Dispute Resolution Mediator. Training. December 2004/January 2005.
- QPR Suicide Prevention Training. October 2004.
- National Association of Student Personnel Administrators (NASPA) Conference. March 2004; March 2005; March 2006; March 2007; March 2010.
- NASPA International Symposium. March 2004; March 2006; March 2007; March 2010.
- *Gallop StrengthsQuest* assessment and development on strengths. Fall 2003.
- *Innovations in Leadership Series*, Greenleaf Center for Servant Leadership with Stephen R. Covey. November 2003.
- Alpha Phi Omega APO LEADS National Leadership Development Program Presenter Training. June 2003; January 2004; December 2004;
- Alpha Phi Omega National Convention. December 2000; December 2002; December 2004.

#### DISTINGUISHED AWARDS

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- **2008-2009 Staff Mentor of the Year Award (Mentorship Award) Recipient**, AUK
- **2007-2008 Administrator of the Year Award Recipient**, Barnard College
  - Shortest Time-Tenured Administrator at College to Receive Award
- Alpha Phi Omega Section 74 Excellence in Advising Award, April 2006
- Omicron Delta Kappa, National Leadership Honor Society Inductee, Fall 2005
- MSC L.T. Jordan Fellows, Spring 2004
- Texas A&M College of Liberal Arts Distinguished Student, Fall 2001
- 15 Alpha Phi Omega Xi Delta Chapter Awards for distinguished appreciation and service

#### SPECIALIZED SKILLS

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- Web Design with Adobe Dreamweaver
- Computer Program Knowledgebase: Adobe Acrobat, Photoshop, InDesign, Pagemaker, Illustrator; Microsoft Word, Excel, Powerpoint, and Publisher

#### REFERENCES AVAILABLE UPON REQUEST

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