April 29, 2019

Director of Sorority and Fraternity Life
Search Committee
Ohio University
Athens, OH
Submitted via website

To Whom it May Concern,

Please accept this cover letter and resume in application for the Director of Sorority and Fraternity Life position at Ohio University. With my extensive experience in directing fraternity & sorority life communities, at three very different and complex institutions, I feel that this position is a great match for me, and I fit the criteria and needs of Ohio University.

Working with fraternities and sororities for over 20 years, I am still committed to the student experience and the values provided by membership. I feel strongly that this experience is the best way for a student to fully-engage as a student, and the benefits are significant and long-lasting. I am also aware of the challenges of working with fraternities and sororities today, both nationally and at Ohio University. I am aware of your re-commitment to the fraternal experience through the creation of this new position, staffing and programming, and in partnership with its alumni and National organization. I enjoy the complexity of working in this field and recognize the importance of the relationships with all parties.

In particular, my experiences currently at DePauw, and earlier at The George Washington University and Bowling Green State University, would be beneficial in working with the students and alumni at Ohio University. These institutions have high-achieving, driven students who look to their fraternity/sorority efforts to balance, and ad-on, to their overall undergraduate experience.

Thank you for your consideration, and let me know if you need any additional information.

Sincerely,

Dean R. Harwood
Dean Harwood

Student Affairs Work Experience

Director of Fraternity & Sorority Life, DePauw University, Greencastle, IN 2018-present
- Manage all aspects of the fraternity/sorority community, with approximately 1,300 members (70% of full-time undergraduate students). 25 chapters in four governing councils. The DePauw community dates back to 1845, with 12 chapters having more than 100 years of history, including two Alpha chapters of National sororities.
- Supervise three full-time Fraternity & Sorority Life Coordinators, they provide direct advising to the four governing councils.
- Co-advise Order of Omega.
- With the Office of Community Standards, provided oversight for chapter-specific judicial issues.
- Coordinate Residential Standards for fourteen privately-owned chapter houses with their Housing Corporations. DePauw requires all students to live in owned or approved housing, and that includes approximately 800 students in approved chapter housing.
- Work closely with DePauw’s Greek Community Board (alumni advisory board), to assist in their efforts to provide oversight and coordination to chapters and the community. This board also reviews policies and procedures.
- Advise all aspects of the Panhellenic Formal Recruitment process using the ICS Recruiter web-based program.
- Assist Coordinators and council leadership in presenting all-campus programs such as Greek Week and Awards Recognition.
- Provide educational and leadership programming through the Greek Leadership Conference, New Member Symposium, Educational Speakers, and President’s Leaders Retreat.
- Coordinate with the Office of Alcohol Initiatives on event registration and policy review.
- Serve on campus-wide rotation for consultant on-call duty. Assist with student CARE response.

Director of Fraternity & Sorority Programs, Eastern Illinois University, Charleston, IL 2010-2016
- Reporting directly to the Vice President for Student Affairs, manage all aspects of the fraternity/sorority community, with approximately 1,600 members (23% of full-time undergraduate students).
- Provided oversight and support as fraternity/sorority community grew from 16% in Spring 2010 to 23% in Spring 2016, during a period of significant overall enrollment decline.
- Advise Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), and Collegiate Panhellenic Association with assistance from graduate students.
- Supervise one Graduate Assistant, co-supervise four Assistant Resident Directors, and Office Manager.
- Co-advise Order of Omega, Lambda Alpha Delta and Fraternal Scholars.
- With the Office of Student Standards, provided oversight for chapter-specific judicial issues. Implemented an on-line, confidential, hazing report form.
- Developed and advise the Fraternity/Sorority Review Board.
• Partnered with Office of Student Community Service to develop Adopt-a-Family Christmas service project, and enhance philanthropy and community service within the fraternity/sorority community.
• Advise all aspects of the Panhellenic Formal Recruitment process using the ICS Recruiter web-based program.
• Assist council leadership in presenting all-campus programs such as Greek Week and Homecoming.
• Provide educational and leadership programming through the Greek Leadership Conference, New Member Symposium, Educational Speakers, and President’s Leaders Retreat.
• Developed and implemented new social event registration and reporting process for events with alcohol.
• Created and implemented the Fraternal Scholars of Eastern Illinois University honor society to recognize academic excellence among Juniors and Seniors in the community.
• Served on a variety of campus committees, including scholarship and search committees.

Director of Greek Life, The George Washington University, Washington DC 2005-2010
• Manage all aspects of the Greek community, with approximately 2,300 members (24% of undergraduate students).
• Provided oversight and assistance as Greek Community grew from 13.8% in Spring 2005 to 24% in Fall 2009.
• Directly advise Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), and Collegiate Panhellenic Association.
• Supervise two graduate assistants and one undergraduate student worker.
• Advise Order of Omega, Omicron Delta Kappa, Golden Key, and other honor societies.
• Oversaw the expansion and colonization process for four IFC fraternities (Sigma Chi, Kappa Alpha Order, Zeta Beta Tau and Delta Tau Delta), two NPC sororities (Pi Beta Phi and Chi Omega), and the addition of three multicultural organization. Sigma Chi, Kappa Alpha Order, Pi Beta Phi and Chi Omega all completed their process from colonization to charter in less than 18 months.
• Partnered with the GW Alumni Office and Development Office on a major Greek reunion in the Fall of 2008 in celebration of the 150th Anniversary of Greek Life at GW. This event included renewed connection with alumni, and a fund-raising campaign to support Greek Life.
• With the Office of Student Judicial Services (SJS), provided oversight for chapter-specific judicial issues. Implemented an on-line, confidential, hazing report form. Partnered with SJS on judicial efforts resulting in removal of an underground group masquerading as a fraternity.
• Advised and trained IFC and Panhellenic Judicial Boards. Both boards are part of the University’s judicial process and hear cases involving fraternity and sorority chapters through referral from Student Judicial Services.
• Advise all aspects of the Panhellenic Formal Recruitment process using the ICS Recruiter web-based program.
• Assist council leadership in presenting all-campus programs such as Greek Week and the Greek Fashion Show.
• Provide educational and leadership programming through the Greek Leadership Conference, New Member Symposium, and Greek Leaders Retreat.
• Manage allocation process for thirteen University-owned Greek townhouses, and a Greek-designated residence hall. Coordinate and oversee undergraduate House Managers, including training and supervision.
• Facilitated the addition of Greek housing for seven additional chapters in collaboration with GW Housing Programs. As a result, 23 of 31 chapters have some type of residential component.
• Enhanced the public image of the GW Greek Community through collaboration with the student newspaper, The Hatchet, and presentations to the Board of Trustees and University President.
• Work closely with chapter advisors, representatives of national organizations, house corporations, University departments, alumni, and local interests to better the GW Greek community.

Coordinator for Greek Affairs, Bowling Green State University 2001-2005
• Managed an on-campus residential community of over 600 students in 30 small-group living units. This included working with maintenance, custodial, renovations, assignments, appeals and administration.
• Managed recruitment, selection and training for live-in Greek House Staff of 30 graduate and undergraduate students.
• Coordinated recruitment, selection and training for nine Graduate Assistants for Greek Affairs.
• Supervised graduate assistants working with Panhellenic Council; Greek Independent Board and Greek Judicial; Greek Housing Administration; and Staff Selection, Training and Development.
• Directly advised Panhellenic Council and Panhellenic Community of 14 chapters and over 1,000 students.
• Advised the Greek Independent Board (multicultural fraternities and sororities)
• As part of the Greek Affairs team, provided advising and leadership development for community of 39 chapters and approximately 1,800 students.
• Advised the Order of Omega Greek Leadership Honorary
• Provided weekend, senior staff, duty coverage for the campus.
• Served on University Dining Policies Committee, University Move-in Committee, and Residence Life Appeals Committee. Chair Greek Housing Allocations Board.
• Met with chapter presidents, advisors and consultants.
• Coordinated a programming budget for Greek Affairs of approximately $80,000.

Assistant to the Project Manager for BGsupernet, Bowling Green State University 2000-2001
• Provided assistance in the implementation of a $40 million project to completely rebuild the technology infrastructure of the university as a Graduate Assistantship.
• Prepared speeches and presentations to educate various constituencies of the scope and impact of the project.
• Researched technology applications to increase student usage of enhanced technology with an emphasis on digital video production.

Greek House Director, Bowling Green State University 2000-2001
• Provided live-in support and advice for a sorority chapter with 40 residents and 65 members in this part-time position.
• Served as the primary liaison between the chapter and the Office of Residence Life.
• Enforced policies and procedures of the university.

Doctoral Fellow for Greek Affairs, Bowling Green State University 1999-2000
• Supervised fourteen, graduate-level, live-in Greek House Staff.
• Provided training and development activities for a staff of 30 graduate and undergraduate students.
Campus Life Intern, The American University in Bulgaria, Blagoevgrad, Bulgaria Summer 1998

- Assisted in the Student Affairs and Residential Life areas of an English-language University in Bulgaria.
- Analyzed data on health factors for university students.
- Assisted in preparations for training of resident advisor staff.

Program Coordinator for Residence Life, Bowling Green State University 1997-1999

- Provided programming resources for a residential community of over 6,000 students.
- Managed a programming budget of $15,000 to serve the residential community.
- Advised the Resident Student Association and its officers.
- Coordinated two scholarship and award programs.
- Developed and facilitated a leadership program for first-year students (Leaders in Residence).

Residence Director, The University of Wisconsin at Platteville 1995-1997

- Directly managed a residence hall with 220 residents, and eight resident advisors.
- Managed judicial processes for the residence hall and served as a judicial hearing officer.
- Advised the hall council and coordinated a small programming budget.
- Provided weekend emergency duty coverage for the campus.

Residence Hall Director, The University of South Carolina at Columbia 1995

- Directly managed an apartment-style residence hall with over 480 residents and ten resident assistants.
- Advised the hall council and coordinated a moderate programming budget.
- Served as a campus judicial hearing officer, and managed the judicial process for my residence hall.
- Provided assistance to the Associate Director for Housing Operations as a supplemental assignment.
- Coordinated Married and Family Housing during a short-term absence by the Assistant Director.

Resident Staff Development Coordinator, The University of South Carolina 1993-1994

- As a Graduate Assistant, coordinated the training for undergraduate resident advisors and graduate-level hall directors.
- Coordinated and analyzed the annual residential student satisfaction survey.
- Served on campus-committees on retention, assessment, and sexual assault issues.

Education

Coursework toward Doctor of Philosophy in Higher Education Administration, Bowling Green State University

Master of Education in Student Personnel Services, The University of South Carolina - Columbia May 1994

Practica: National Resource Center for the Freshman Year Experience, Office of Judicial Affairs

Bachelor of Science in Computer Science, Tri-State University, Angola, IN May 1983

Tri-State University is a small, private college with an enrollment of about 1,000 students. It has an emphasis on education in engineering, business and the liberal arts. In August of 2008, Tri-State University changed its name to Trine University in recognition of a significant donation from the Trine family.
**Student Affairs Professional Activities**

The Association of Fraternity Advisors (AFA) - Several Conference Presentations; First Timers Mentor

Association of Fraternal Leadership and Values (AFLV) – Awards Committee (7 years)

The Interfraternity Institute (IFI) – Attended July 2002

Honorary Initiate of The Order of Omega, Golden Key International Honour Society, and National Residence Hall Honorary

Great Lakes Association of College and University Housing Officers
  Professional Development Committee
  Case Study Competition Author and Judge

Association of College and University Housing Officers – International (ACUHO-I)

Ohio College Personnel Association

Association of College Personnel Administrators (ACPA)
  Presented Pre-conference Workshops on Connecting Popular Culture and Student Development Theory
  Presented General Session on Understanding Today’s College Student through a Popular Culture Lens

Numerous Local and Regional Presentations

Tau Kappa Epsilon International Fraternity
  Member of the International Fraternity Scholarship Committee
  Regional Advisor and Volunteer, Member of the Beta-Epsilon Chapter Board of Advisors

Recognized by Phi Sigma Sigma Sorority as their National Campus Advisor of the Year in 2010.

Recognized by my peers for “Outstanding Student Contribution to the Higher Education Doctoral Program” at Bowling Green State University, Spring 1999

Recognized by my peers as “Outstanding Office Graduate Assistant” at the University of South Carolina, 1993-1994

Co-author of a chapter titled “Exemplary Advising Programs for Undecided Students” with Mary Stuart Hunter, in a Monograph published in 1995 by the National Center for the Freshman Year Experience on Advising Undecided Students.

Author of an article on “Student Perceptions of their Living Environment” in the June 1995 issue of the Association of College and University Housing Officer’s *Talking Stick*.

**Other Professional Work Experience**

*Vice-President/Owner, NewCentury Systems Inc.* 1986-1992
  • Started and operated a small business with my father.
  • Provided desktop publishing and graphic design services for print shops and small businesses.
  • Provided consulting services in the areas of transportation and real estate development.

Computer Programmer, Federal Reserve Bank of Cleveland, Ohio 1985-1986


Teller, Elyria Savings & Trust National Bank 1979-1983