

DAMIAN MEDINA

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POSITIVITY • COMMUNICATION • WOO • CONSISTENCY • LEARNER

EDUCATION

Texas A&M University, College Station, Texas

Masters of Science, Educational Administration May 2005
Student Affairs Administration in Higher Education

Bachelor of Arts May 2003
History (Major), Political Science (Minor)

PROFESSIONAL EXPERIENCE

▪ **Director of Student Leadership and Development**

Franklin University Switzerland - Sorengo (Lugano), Switzerland, August 2012-Present
(International American Liberal Arts Residential Institutional Campus – Estimated 400 Students Yearly)

➤ **Supervision of Two Graduate Summer Observers**

➤ **Areas of Responsibility**

- New Student Orientation: Supervise, advise and oversee student committee to execute main Fall Orientation Program (140+ Students) in addition to subsequent smaller ones in Spring & Summer
- First Year Experience Student Programming – Tutte Le Strade and Spring Forward
- Leadership Programs: LEAP (Leadership Education Advancement Program) & Be The Change Social Justice Conference, including supervision of 2 student scholars
- University Programs: New Lifestyles November, Men's Project, Dictations, Vagina Monologues, Franklin Alliance, & Thanksgiving Dinner, including supervision of 1 student scholar
- Student Government Association (SGA) Programming Board: Advise and support in creating and enhancing social, diverse, recreational, and academic programs
- Registered Student Clubs and Organizations: As an area overseen by the SGA Programming board, advice and support 30+ student organizations with over 125+ student leaders including creation of new student organizations and all registration and re-registration procedures and processes and creation of student organization policies, procedures, and forms including financial liability, risk-management and space allocation/reservation
- Oversee and manage main student space (Franklin University Switzerland's version of student union space) through supervision of 10+ student scholar space managers
- Oversee Campus Safety Walker program including supervision of 6 student scholars
- Create and Distribute Frankly Speaking, The Weekly Campus Newsletter
- Website Content Manager for Department Web Pages
- Student Learning Outcomes Assessment Committee (SLOAC) University Committee Member
- On-Call Rotation for Residence Life and Campus Emergencies
- Supervised 4 Residence Life Resident Assistants (Spring 2013)
- Oversee all Residence Life Programming (Spring 2013 & Fall 2014-Spring 2015)

➤ **Fiscal/Budgetary Responsibility of \$100,000+**

▪ **Director of Student Activities and Transition Programs**

St. Mary's University - San Antonio, Texas, July 2011-February 2012

➤ **Department Staff Supervision**

- 2 Full-Time Professional Staff; 1 Full-Time Administrative Support Staff; 8-12 Student Workers

➤ **Department Areas of Responsibility**

- Zaragoza – St. Mary's New Student Orientation Program
 - Supervise, advise and oversee student committee to produce 5 various day and multi-day long Orientation Programs to welcome 650+ New First Year and Transfer Students
- Leadership Programs: LeaderShape Institute & Emerging Leaders University Leadership Program
- Registered Student Organizations (RSOs): Oversee, advise, and support 85+ student organizations with over 250+ 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 in addition to general officer and risk management training

- Greek Life: Manage, Oversee, Support and Advise 7 Fraternities and 6 Sororities
- University Programming Council (UPC): Oversee and Advise student programming student council in creating and enhancing social, diverse, recreational, and academic programs
- Rattler Weekends: Coordinate and Create year-round university wide weekly programs.
- Spirit and Traditions Programming – Rattler Madness & Spirit Thursdays
- University Wide General Social Programming and Activities; Welcome Week Activities; Senior Week Activities; Homecoming; Diversity Programming.
- Transition Programs: Collaborate with other University Colleagues for revising and enhancing ND0101: Personal and Academic Development Seminar (First Year Experience Class)
- **Department Fiscal/Budgetary Responsibility of \$200,000+**
- **Director of Student Life**
 - American University of Kuwait - Salmiya, Kuwait, August 2008-July 2011
(Middle-Eastern Segregated Liberal Arts Non-Residential Institutional Campus)
 - **Department Staff Supervision**
 - 5 Full-Time plus 7 to 9 Part-Time Professional Staff Members; 12 to 15 Student Workers
 - **Department Areas of Responsibility**
 - Oversight of the student work-study and University ID card programs
 - University Student Planner & Handbook Components Oversight
 - New Student Orientation, Welcome Back Week and Spring Break Service Learning Trip
 - L.E.A.D. (Learn Experience Achieve Discover) at AUK Leadership Program
 - Judicial Affairs (Student Adjudication)
 - Diversity Programming: International & Social Awareness Weeks, National/Liberation Days
 - University Student Awards Night, Homecoming Week (co-coordinate), and Earth Day
 - Inter-Collegiate Athletic Sports (11 male and 4 female teams), Intramurals and Recreational Sports
 - 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, risk-management and space allocation/reservation
 - Student Government Association (SGA): Advise and support SGA including budget management in addition to advising in creating a foundational constitution outlining student representative 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 was SGA, CAB, and Voice)**
- **Associate Director/Director of Orientation**
 - Barnard College with 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 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 & 1 Cultural Heritage Month
 - Senior Week: Major programming week on campus for all seniors with budget of \$150,000
 - 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
- **Oversaw Emerging Leaders Program (ELP)/Course:** Selective Leadership Program for 1st Yr Students
- **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 totaling approximately \$22,000
 - 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 and served on a Student Honors Thesis Committee, Spring 2006
- **2nd Year Graduate Assistant**
Texas A&M University, Memorial Student Center (MSC) Student Programs Office - College Station, Texas, August 2004-June 2005
 - **Primary Advisor** - MSC Asian Cultures Education 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
 - Worked with University Department Programming Council/Board
- **Summer Graduate Intern (1st of its kind in China) – 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, administrators, staff, students, and their relation to student development
 - Enhanced knowledge of U.S. student affairs concepts and experiences in comparison to Chinese
- **1st Year 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 (including webpage) to entire university community
- **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 8th grade first-generation college students and enhancing their knowledge about post-secondary education
- **Spring 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

- Seminar 150 (1 Academic Credit), Franklin College – Switzerland. Fall 2012 (Co-Instructor)
- Essentials of Learning (1 Academic Credit), American University of Kuwait. Fall 2010; Spring 2011 (2 Sections)
- Emerging Leaders Program (Non-Academic Credit), Barnard College. Fall 2007–Spring 2008
- University Experience (2 Academic Credits), University of South Florida. Fall 2005; Fall 2006 (2 Sections)

INTERNATIONAL AND INTERCULTURAL EXPERIENCE

- 45 Countries (To Date) Travelled/Immersed Locally
- 4 World Regions – Student Affairs Experience (North America, Asia, Middle East and Europe)
- Bilingual: English-Spanish
- Director of Student Leadership and Development, Sorengo (Lugano), Switzerland, August 2012-Present
- Director of Student Life, American University of Kuwait, Kuwait City, Kuwait, August 2008-July 2011
- 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

- Member, National Association of Student Personnel Administrators (NASPA), September 2003–Present
 - NASPA Undergraduate Fellows Program (NUFP) **Mentor**, Summer 2010–July 2011
 - 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 (IASAS), February 2009–Present
 - Membership Coordinator & Website Manager, June 2009–Present
 - **Vice-President/President-Elect**, February 2010–December 31, 2011
 - Leader for Sub-Group on Methods for IASAS to Communicate Internally, August 2009–March 1, 2010
- 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

- 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

- International Global Summit on Student Affairs and Services. Rome, Italy. October 2014
- IASAS Chartering and International Exchange on Soft Skills Practices. Brussels, Belgium. July 2013.
- LeaderShape Facilitator. December 2011.
- 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.
- National Coalition Building Institute (NCBI) Full Day Diversity/Multicultural Training. 2006.
- Certified Dispute Resolution Mediator. Training. December 2004/January 2005.
- QPR Suicide Prevention Training. October 2004.
- 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

- **2008-2009 Staff (Student) 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

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

REFERENCES AVAILABLE UPON REQUEST
