

# DJ Hardwick

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## EDUCATION

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### State University of New York Buffalo State University

*Master of Science in Higher Education and Student Affairs Administration, Anticipated May 2024*

### University of Nebraska at Kearney

*Bachelor of General Studies, May 2022*

## WORK EXPERIENCE

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### Student Leadership & Engagement Graduate Assistant

*SUNY Buffalo State University, Office of Student Leadership & Engagement / August 2022-Present*

- Establish and implement processes, policies, and workflows for building and event operations for the student union, handling 643 space requests, accounting for 1,774 programmatic hours, and an estimated attendance of 31,417.
- Manage and supervise the employment cycle for 73 student employees, including recruiting, hiring, training, and development through equitable supervision practices.
- Implement assessment and review processes, presentations, and reports on student involvement and retention.
- Coordinated emergency and crisis response for residential students as part of an on-call duty rotation, demonstrating a deep understanding of complex university policies and compassionately handling students' concerns.

### Student Affairs Intern

*Buffalo State University, Office of the Vice President of Student Affairs / August 2023-December 2023*

- Spearheaded complex project management and macro problem-solving initiatives by assisting the Vice President of Student Affairs, acquiring critical insights into institutional decision-making and executive functions.
- Executed in-depth assessments to gauge the effectiveness of orientation programming on students' academic and social growth within the Division of Student Affairs, showcasing advanced analytical and project management capabilities.
- Assisted with the research, implementation, and assessment of divisional professional development programs focused on bias-reduction, anti-racism, and fostering inclusive collaboration.

### Camp Cowboy Extended Orientation Intern

*Oklahoma State University, Department of Campus Life / May 2023-August 2023*

- Co-supervised five Student Directors and a team of 70 volunteer student staff members, ensuring smooth coordination and effective communication within the orientation program.
- Executed a comprehensive extended orientation program, overseeing large group activities, structuring small group discussions, managing camp supplies and visitors, and maintaining program logistics on schedule.
- Developed and implemented a robust assessment cycle for the program, designing instruments to measure program viability and conducting data analysis to evaluate its effectiveness.

### Student Affairs Intern

*University of California Merced, Office of the Vice Chancellor, Division of Student Affairs / May 2022-August 2022*

- Aligned ongoing divisional efforts with an emerging institutional strategic plan by developing a long-term comprehensive strategic plan to guide the work of 550+ employees and an annual budget of \$73 Million.
- Created 12 professional development and capacity-building seminars for faculty, staff, and student employees regarding the disaggregation and analysis of assessment data.
- Evaluated 22 departmental equity and inclusion statements to ensure cohesion and connectedness to the divisional mission.
- Audited divisional communications to ensure an asset-based paradigm by removing deficit-based language.

### First Year Experience Coordinator

*University of Nebraska at Kearney, Office of Student and Family Transitions / February 2020-May 2022*

- Facilitated the integration of first year and transfer students to the University community by coordinating 80+ major campus events designed to create a foundation for developing community.
- Assisted with the realignment and divisional transition of the office by creating a mission, vision, values, and long-term goals while drafting programming component and initiative proposals.
- Recruited, trained, and supervised over 400 student staff and volunteers.
- Preserved and enhanced department branding through social media marketing strategies by creating over 250 social media posts resulting in a 73% increase in page reach and 160% increase in page engagement.
- Implemented departmental use of multiple technology platforms including Qualtrics, Presence, Canva, Microsoft Teams, SharePoint, EventBrite, and Meta Business Suite.

## **New Student Enrollment Team Leader**

*University of Nebraska at Kearney, Office of Undergraduate Admissions / May 2021-August 2021*

- Assisted with the organization, preparation, implementation, and evaluation of new student enrollment and registration processes for 900+ students.
- Promoted interaction among groups of new students by facilitating icebreakers and small group discussions on college transition-related concerns during 66 enrollment sessions.
- Performed logistical tasks related to enrollment activities including check-in, staff assignment, management of promotion content, and class registration.

## **LEADERSHIP EXPERIENCE**

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### **Student Representative**

*Buffalo State University Council (Board of Trustees) / July 2023-Present*

- Thoroughly review and evaluate proposed budget requests from the university president, providing well-reasoned recommendations, to ensure adequate financial resources for effective operations and deficit-reduction.
- Serve on the Student Life, Housing, Conduct, & Safety Committee, evaluating the quality and safety of student life and governing the Code of Rights and Responsibilities of Students in alignment with New York State Education Law.
- Actively participate in the presidential search process by reviewing candidate materials, reviewing search policies, and recommending candidates for appointment to the State University of New York Chancellor and Board of Trustees.

### **Standards for Students Committee Member**

*Buffalo State University College Senate / September 2023-Present*

- Facilitate institutional policy recommendations related to student admission, readmission, and retention in alignment with academic policies and institutional initiatives.
- Collaborate in crafting policies for pass/fail options concerning micro-credentials and certificates, the utilization of Prior Learning Assessment (PLA), and dual-enrollment GPA and transcript procedures.

### **Fellow (Undergraduate & Graduate)**

*Student Affairs Administrators in Higher Education (NASPA) / September 2021-August 2022 & August 2023-Present*

- Participated in weekly formal advising sessions to engage in structured exchanges and dialog pertaining to higher education trends and issues.
- Read and discussed seminal documents and contemporary research pertaining to higher education student affairs.
- Attended conferences and experiential learning programs to network with professionals from colleges and universities across the country.

### **Title IX Process Advisor**

*University of Nebraska at Kearney Office of Equity and Compliance / August 2021-May 2022*

- Assisted complainants and respondents in understanding and navigating the Title IX investigation process.
- Accompanied complainants and respondents to administrative meetings, interviews, and pre-hearing investigations.
- Served on Title IX formal administrative hearing panels to hear witness testimony, review evidence, and provide recommendations for grievance decisions.

### **First Generation Student Representative**

*University of Nebraska at Kearney First Generation Executive Committee / August 2019-May 2022*

- Attended monthly board meetings with institution administrators, faculty, and staff to provide first generation student perspectives to university decision makers.
- Supported institutional involvement in the Center for First-Generation Student Success First Gen Forward and First Scholars programs.
- Created policies and programs to benefit first generation students including First-Gen Day celebrations, data sharing agreements with National Student Clearinghouse, and first-generation faculty recognition.

## **CERTIFICATIONS**

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### **Qualtrics Platform Essentials Certification**

*Qualtrics XM / 2022*

### **Adult Mental Health First Aid Certification**

*National Council for Mental Wellbeing / 2022*

### **Microsoft Office Specialist: Word, Excel**

*Microsoft / 2018*