

Sample #5: Job Ad SHEF

UCSB Judicial Affairs Position:

Summary of Job Duties:

Under the general supervision of the Associate Director of Student Conduct & Leadership, the Judicial Affairs/Residential Student Conduct Manager is responsible for managing the overall due process system, administrative management, and response coordination for residents/students living in Housing & Residential Services facilities. This includes Residence Halls, Undergraduate and Graduate Apartments and Family Student Apartments. Assists the Associate Dean of Students/Judicial Affairs to adjudicate university-wide cases referred for disciplinary action. Provides training to staff, and serves as the departmental liaison regarding conduct matters related to residents in all units of housing.

Minimum Requirements:

- Master's degree in Education, Counseling or other related field or equivalent combination of education and experience
- 3-5 years of experience in adjudicating college/university student conduct cases (preferably post-Master's degree)
- 2-3 years of experience training student staff and/or professionals on relevant educational programs, policies and procedures
- Strong supervision skills to build a team of 2-3 Conduct Officers
- Strong leadership skills to build a team that supports the goals of Residential & Community Living (unit) and Housing, Dining & Auxiliary Services (department)
- Excellent writing skills and a working command of policy and procedural writing
- Exceptional communication skills for working with diverse individuals, departments, parents, etc.
- Working knowledge of legal issues related to campus/university matters
- Strong database management skills
- Strong public speaking skills
- Excellent decision making skills and the ability to factor in various perspectives
- Experience collaborating with other campus offices such as Student Affairs, Risk Management, Human Resources and campus counsel.

Desirable Requirements:

- Working knowledge of UC policies and procedures
- Restorative Justice adjudication and facilitation experience
- Student conduct experience specific to university housing matters
- Experience working with Symplicity/Advocate database

Required Documents:

- Resume
- Cover Letter

Sample #5: Resume SHEF (2 page example)

DO NOT PLAGIARIZE THESE EXAMPLES! USE OWN WORDS

Emily A. Jones

Edit LinkedIn URL

123 Hope Street., Goleta, CA 93117 • (805) 272 – 0737 • emily@email.com • www.linkedin.com/in/eaj

Objective

To obtain a challenging and rewarding job that will fuel my passion for working with and supporting students

Summary of Skills

- 7 years experience with large, bureaucratic organizations
- 4 years public speaking experience
- Skilled at navigating communication between various UCSB staff, students, and departments
- Proficient with Microsoft Office programs

Leadership Experience

Vice President for Student Affairs Jan 2015 – Jun 015
UCSB Graduate Students Association

- Represented graduate student voice to fill high-level position
- Identified graduate student concerns and helped address issues through defining problems, researching background information, synthesizing and presenting data, and developing possible solutions
- Communicated with members of GSA executive board and assembly members

Example of different headers and organizing relevant information

Organizational Management Experience

Logistics Co-Chair Aug 2015 – Current

UCSB Beyond Academia Conference

- Co-chair a committee of 8-10 graduate students to delegate and oversee logistical details for 1.5 day conference
- Oversee location and set-up for conference with ~130 participants
- Organize and order food for ~130 conference attendees

Apr 2012,
Jan 2010

Planning Board Member

UCSB Interdisciplinary Graduate Students Conferences

- Co-ordinated, purchased, and organized food for ~40 participants
- Acted as primary liaison with keynote speaker and conference attendees

Student Services Experience

Academic Writing Instructor Sept 2015 – Current

UCSB Writing Program

- Design and implement academic writing course for undergraduates
- Present complex concepts to students with varying experience levels
- Assess student work and offer feedback
- Meet with students individually to offer guidance and feedback

Teaching Associate/Assistant

Sept 2010 – Jul 2015

UCSB Music Department

- Presented bi-weekly lecture to class of 450 students
- Co-ordinated, managed, and oversaw 5 TAs
- Developed exams and for written assignments
- Led weekly discussion sections of 30 students
- Promoted to Lead Teaching Assistant: introduced new TAs to relevant policies and supervised new students' transitions to UCSB

Sample #5: Resume SHEF (cont.)

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Admissions and Financial Aid Assistant

Oct 2009 – Aug 2010

Fielding Graduate University, Santa Barbara, CA

- Worked independently and as a member of a team to implement financial aid assistance
- Communicated with students
- Created, compiled, and organized student files

Teaching Assistant/Counselor and Instructor

Summers 2007 – 2009

North Carolina Governor's School, Salem College, Winston-Salem, NC

- Navigated and handled difficult, sometimes emergency situations with objectivity and discretion
- Supervised gifted and talented high-school students in both residential and rehearsal situations, enforcing relevant policies
- Facilitated group discussions of sometimes controversial subject matter

Research Experience

Dissertation: Libretistky: Female Librettists in 19th-century Czech Opera

Jun 2010 – Current

- Develop and manage multi-year international research project
- Collect, analyze, and synthesize archival data
- Presented research at biannual North American Conference on 19th-century Music (Merrimack College, July 2015) and at 45th Annual Convention of the Association for Slavic, East European, and Eurasian Studies (Boston, November 2013)

Education

University of California, Santa Barbara

Expected June 2016

- **Ph.D., Musicology**
- Fulbright Grant, Prague, Czech Republic, September 2012-June 2013

May 2012

University of California, Santa Barbara

- **M.A., Musicology**

May 2009

Ithaca College, Ithaca, NY

- **B.M., Vocal Performance**, minor in History, Magna Cum Laude, GPA 3.7
- Inducted into Phi Alpha Theta History Honor Society

Professional Associations and Extra-Curricular Activities

Member American Musicological Association, National Association

Sept 2015 – Current

Member Adelfos Ensemble, Santa Barbara, CA

Sept 2014 – Current

Featured Soloist, Santa Barbara Revels, Santa Barbara, CA

Dec 2013

Member UCSB Chamber Choir, Santa Barbara, CA

Sept 2009 – Jun 2013

Sample #5: Cover Letter SHEF

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Emily A. Jones

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February XX, 20XX

Office of Judicial Affairs
2260 Student Resource Building
University of California
Santa Barbara, CA 93106-5010

Bullets are a great way to highlight relevant info on a cover letter. Items in bold were chosen based off job, ad, and students self-analysis of her experience

Dear XXXX,

I am writing to express enthusiastic interest in your opening for a conduct officer. Director for Student Affairs Michael Smith suggested that I would be a good fit for Judicial Affairs. After seven years as a graduate student at UCSB, I have broad knowledge of and experience with UCSB and have become a committed member of the UCSB community.

Although I do not have specific experience in Judicial Affairs, I believe that I have relevant experience with leadership and student support that could bring a different perspective to the office:

- **Student interaction:** Through my teaching work, I have five years of varied experience working with students and am familiar with the policies, protocols, and services available to UCSB students. Moreover, I have the required discretion and am comfortable making the difficult decisions that often arise with regard to student situations. My healthy empathy for the student experience complements a deep respect for the need to have and enforce policies.
- **Leadership in Student Affairs:** As a former Graduate Students Association Vice President for Student Affairs, I have experience with several branches of UCSB's Division of Student Affairs and contacts in many of its departments.
- **Synthesize and analyze complex information:** Thanks to my research, I have extensive experience compiling, synthesizing, analyzing and reporting on various types of data.
- **Attention to detail and ability to multitask:** As a PhD candidate balancing both research and teaching responsibilities, I'm able to manage multiple detailed projects simultaneously while maintaining an organized schedule all without sacrificing attention to detail.
- **Interpersonal skills:** My passion for working with students has honed my interpersonal skills and ability to listen to students and help them navigate problems and issues that arise in their academic and personal lives.

Over the past seven years I have developed deep ties to UCSB and the Santa Barbara area. I met my husband at UCSB, we recently purchased a home in Goleta, and look forward to many years in Santa Barbara. Upon graduating in June I hope to be able to bring my passion for student support and drive to make a difference at UCSB to Judicial Affairs. I look forward to hearing from you and will follow up on my application during the week of XXX.

Sincerely,

Emily A. Jones

Added detail about personal life because student felt it was important to show long term stability in the area