

D.J. Hardwick

(720) 227-1973
dj@djhardwick.com
www.djhardwick.com

WORK EXPERIENCE

Student Engagement and Leadership Development Graduate Assistant

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

- Assist in developing and facilitating student leader trainings for all student employees in Student Leadership and Engagement and United Students Government.
- Assist in facilitating 20+ workshops for the Bengal Stripes Leadership Program and Student Organization and Achievement Workshop Series (SOAR).
- Create program assessments and review processes in collaboration with the Assistant Director of Student Leadership and Engagement.
- Support in the planning of small- and large-scale campus programs to increase student engagement and retention.

Student Affairs Intern

University of California Merced, Office of the Vice Chancellor, Division of Student Affairs / Summer 2022

- Aligned ongoing divisional strategic planning efforts with an emerging institutional strategic plan in collaboration with the Vice Chancellor of Student Affairs.
- Created professional development and capacity-building opportunities for faculty, staff, and student employees regarding the disaggregation and analysis of assessment data.
- Evaluated 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, policies, and practices.

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 students to the university community by coordinating major campus events designed to introduce first-year students to university traditions and create a foundation for developing community.
- Preserved and enhanced department branding through social media marketing strategies, presentations, and public relations.
- Regularly supervised and managed student employees and volunteers.
- Worked closely with campus partners to create an intentional, collaborative, and inclusive experience for first-year students.

Undergraduate Fellow

Student Affairs Administrators in Higher Education (NASPA) / September 2021-August 2022

- First University of Nebraska at Kearney scholar selected for the prestigious and reputable NASPA Minority Fellowship Program.
- Participate in weekly formal advising sessions to engage in structured exchanges and dialog.
- Attend conferences and experiential learning programs to network with professionals from colleges and universities across the country
- Read and discuss seminal documents and contemporary research pertaining to higher education student affairs.

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 and opportunities.
- Performed assigned logistical tasks related to enrollment activities including check-in, placement of signage, management of promotion content, and class registration.

Resident Assistant

University of Nebraska at Kearney, Residence Life / August 2020-Present

- Managed a university residence hall floor of 48 ethnically diverse undergraduate students.
- Ran monthly floor meetings and conducted frequent room drop-ins to discuss events, developments, and concerns to ensure that students were kept up-to-date on all pertinent information.
- Enforced University and Residence Life rules and regulations resulting in a safe, orderly, and enjoyable living environment.

EDUCATION

State University of New York College at Buffalo

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

Relevant coursework in student development, research, assessment, counseling and advising, diversity and inclusion, law and policy.

University of Nebraska at Kearney

Bachelor of General Studies, May 2022

Relevant coursework in event planning, human resource management, counseling, leadership, marketing, and communication.

LEADERSHIP EXPERIENCE

Student Ambassador

University of Nebraska at Kearney College of Business & Technology / 2020-2022

- Lead campus tours for prospective students and University stakeholders.
- Presented brief informational sessions at career fairs.
- Represented the College of Business and Technology at special events and ceremonies.

Title IX Process Advisor

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

- 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.

Chief Justice

University of Nebraska at Kearney Student Court / 2019-2022

- Presided over weekly court sessions to review cases and citation appeals.
- Increased collaboration between Student Government branches by creating and presenting monthly updates.
- Evaluated and proposed modifications to Student Government policies.

First Generation Student Representative

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

- Attended monthly board meetings with institution administrators, faculty, and staff.
- Provided student perspectives to university decision makers.
- Created policies and programs to benefit first generation students.

Trustee

Dundy County Historical Society Board of Trustees / 2014-2021

- Formed and managed public relations committee that reviewed marketing strategies and enforced organizational bylaws.
- Reviewed yearly budgets and provided insights to executive director.
- Made executive decisions in forming the structure of the society's internal organization, finances, and public relations.

State President

Nebraska Future Business Leaders of America – Phi Beta Lambda / 2017, 2020

- Developed an engaging program of work to encourage participation in state chapter initiatives.
- Led team members through personal and professional growth and goal setting.
- Presented 30+ workshops and keynote speeches at multiple leadership conferences across the United States.

National Leadership Conference Chief Intern

Future Business Leaders of America – Phi Beta Lambda / Summer 2018, 2019

- Organized and managed pre-conference and on-site registration for 16,000 conference attendees.
- Supervised a cohort of 30 interns providing critical logistical support for conference programs and activities.

CERTIFICATIONS

Qualtrics Platform Essentials Certification

Qualtrics XM / 2022

Adult Mental Health First Aid Certification

National Council for Mental Wellbeing / 2022

Notary Public Commission

Nebraska Secretary of State / 2021

Microsoft Office Specialist: Word, Excel, PowerPoint, and Outlook

Microsoft / 2018

Event Safety Access Certification

Event Safety Alliance / 2022

Pathogen Prepared Professional Certification

Event Safety Alliance / 2022

Google Certified Educator – Level 1

Google / 2021

Violence Against Women Act (VAWA) Adjudicator Certification

National Association of Clergy Compliance Officers and Professionals / 2021

PROFESSIONAL ASSOCIATIONS

National Association for Orientation, Transition, and Retention in Higher Education (NODA)

Student Affairs Administrators in Higher Education (NASPA)

Student Affairs Assessment Leaders (SAAL)

The Society for College and University Planning (SCUP)

SKILLS

Leadership

- Drafted a long-term strategic plan comprised of 4 goals, 14 objectives, and 42 initiatives to guide the work of 550+ staff and an annual budget of \$73 million.
- Recruited, trained, and supervised over 400 student staff, graduate assistants, and volunteers.

- Implemented departmental use of multiple technology platforms including Microsoft Teams, SharePoint, EventBrite, and Meta Business Suite.

Communication

- Wrote professional daily correspondence with on- and off-campus partners and stakeholders.
- Created over 250 social media posts resulting in a 73% increase in page reach and 160% increase in page engagement.
- Presented over 80 engaging and highly informative presentations to students, faculty, parents, and university administrators.

Dependability

- Completed all projects on time or before deadline, leading to a promotion to First Year Experience Coordinator after 11 months of service.
- Awarded student employee “Rookie of the Year” for the University of Nebraska at Kearney.

Event Planning

- Planned over 20 successful orientation events with a budget of \$19,000 and an attendance of 4,752.
- Developed an orientation schedule and learning outcomes that provided students the opportunity to thrive in their transition to college.

PROFESSIONAL DEVELOPMENT

ICS-100: Incident Command System

Federal Emergency Management Agency / 2021

COVID-19 Detection, Prevention, Response, and Control

World Health Organization / 2020

FERPA 101: FERPA Regulations for Colleges and Universities

U.S. Department of Education / 2022

Effective Listening

LinkedIn / 2022

Title IX Institutional Advisor Training

Husch Blackwell LLP / 2022

Diversity, Inclusion, and Belonging

LinkedIn / 2022

29 CFR 1910 Subpart E & L: Exit Routes, Emergency Action, Fire Prevention & Protection

Occupational Safety and Health Administration / 2022

AWARDS

Teamwork Excellence Award

UNK Staff Senate / 2022

Legacy of Leadership Award

UNK Applauding Excellence Committee / 2022

Outstanding Senior Award

UNK Alumni Association / 2022

First Generation Trailblazer Award

UNK First Generation Leadership Board / 2021

Student Employee Rookie of the Year Award

UNK Applauding Excellence Committee / 2021

Golden Loper Award

UNK Student Affairs Division / 2021