

# Andrew S. Tinnin

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## Highlighted Skills

- Experience supervising full-time, graduate, and undergraduate staff, including selection, training, and evaluation.
- Creativity in developing and administering programmatic initiatives within new student programs, residence life, and student activities.
- Ability to work with diverse student groups such as students of color, gay/lesbian/bisexual students, Greek organizations, and non-traditional/adult learner students.
- Knowledge advising student organizations, budgeting, and promoting leadership and team development.
- Extensive computer skills including web page development, presentations, desktop publishing, and programming.

## Experience

**University of Michigan, Ann Arbor, MI**

July 2003 - Present

### Assistant Director, Office of New Student Programs

- Assist in the planning and implementation 33 two-and-one-half day summer new student orientation programs for 6000+ new students annually
- Select, train, supervise, and evaluate two full-time professional staff members, 20 student orientation leaders, an orientation assistant (student manager), and welcome assistant
- Supervise UM Educational Theatre Company: full-time director and 12 cast members that perform college life and transition sketches
- Supervise Administrative Services Coordinator: handles orientation program logistics, responsible for front desk operations with 8 student employees
- Manage staff recruitment and selection process for entire orientation staff (26 leaders, 12 theatre troupe members, and 3 student managers) with an average of 150 applicants per year
- Coordinate University-wide Welcome to Michigan program; co-chair planning committee which includes academic and student affairs representatives
- Create and edit publications for orientation and welcome programs, including program of events, student handbook & planner, and customized daily orientation schedules
- Administer Welcome student organization grant program
- Act as emcee for Academics at Michigan session during student and parent orientation sessions
- Present information sessions to admitted students and parents prior to enrollment decision
- Serve on Parents' Weekend planning committee, campus move-in task force and Substance Abuse Education Network

**The University of Toledo, Toledo, OH**

July 2001 - July 2003

### Parks Tower Director

- Supervised two graduate assistants, 28 undergraduate resident advisors, and a full-time, unionized clerical specialist in the operation of a 700 student high-rise residence hall
- Implemented first-year focus residential education initiatives in a living-learning community environment
- Developed and implemented four academic cluster floor communities, partnering with academic affairs staff to provide programming and advising to students housed together according to major
- Planned series of programs for students on making a successful college transition and supervised implementation by RA staff
- Administered residence hall payroll, facilities, educational, and hall government budgets
- Conducted judicial hearings and create educational sanctions for students in violation of the Student Code of Conduct
- Developed and managed web site for Parks Tower
- Collaborated with residential education staff and other University offices to provide

- student success services for residents, including individual academic assessments
- Developed a departmental Faculty Friends program
- Facilitated various staff meetings, training sessions, and focus groups
- Maintained records of building occupancy and room changes, key inventory, and conduct records
- Served as a professional staff member on-call for residential area including two apartment complexes and three residence halls
- Worked closely with departmental and University custodial and maintenance personnel

**Bowling Green State University, *Bowling Green, OH***  
**Parent and Family Programs Graduate Intern**

August 2000 - May 2001

- Coordinated University-wide Family Weekend program; chaired planning committee, which included representatives from each college and other Student Affairs units
- Implemented first comprehensive Family Weekend evaluation by students, families, and campus constituents
- Initiated first University Village Tent, pre-football game event, for Family Weekend
- Organized student talent show evening program for the University community during Family Weekend
- Supervised six undergraduate student operators for telephone and e-mail Parent's Help Line service
- Developed and managed an electronic database which records Help Line inquiries and produces statistics
- Managed \$45,000 program budget while supervisor was on leave
- Provided oversight to new Parent and Family Network Internet resources service and web site
- Revised and edited Parents' Handbook
- Represented BGSU with Admissions officer at recruiting fairs
- Volunteered as an on-call staff member for the University's crisis management and response team
- Served on campus-wide Kwanzaa Celebration and Sibs N Kids Weekend planning committees

**Bowling Green State University, *Bowling Green, OH***  
**Orientation and Registration Coordinator**

January 2000 - August 2000

- Collaboratively planned and implemented summer new student and family overnight orientation program (approximately 8,000 guests) with five other graduate-level coordinators and the Assistant Dean of Students
- Served as Student Staff Coordinator, developed position descriptions, recruited, selected, trained, supervised, and evaluated 30 undergraduate student orientation assistants
- Developed a new Senior Orientation & Registration Assistant position
- Managed \$16,000 student employment budget and administered student employee payroll
- Revised Orientation & Registration Assistant Guide and Emergency Procedures Manual
- Served on duty staff rotation for overnight orientation program crisis response

**Oberlin College, *Oberlin, OH***  
**Graduate Assistant Area Coordinator**

August 1999 - May 2000

- Assisted Master's-level Area Coordinator with the administration of four residence halls housing over 550 students
- Supervised seven Resident Coordinators and co-supervised ten additional RCs
- Advised residence hall council and assisted student treasurer in administering a \$2,000 programming budget
- Counseled students, provided conflict mediation and policy violation education
- Co-taught "RC skills: Skills for life," a one credit hour course during winter term and spring semester
- Developed and chaired the Recognize and Socialize Committee for student staff and served on other committees within the Division of Student Life

- Created and implemented student staff evaluation tools for the Office of Residential Life & Services
- Presented sessions on communication skills and alcohol issues (using TIPS and Alcohol 101) for departmental student staff training

**Education Continuing Education**  
**Other**

- "Introduction to motivational interviewing" University of Michigan School of Public Health (January 2007)
- "Overview of self-authorship in student affairs programs" University of Michigan Division of Student Affairs (December 2006)
- "Needs assessment plans that target successful staff development initiatives" University of Michigan Human Resource Development (March 2006)
- "7 habits of highly effective college students" FranklinCovey facilitator certification (January 2006)
- "The 8th habit: From effectiveness to greatness" Wayne State University/Luminary Series seminar with Dr. Stephen R. Covey (November 2005)
- "Enneagram: Nine ways of working smarter" University of Michigan Human Resource Development (January 2005)
- "Social justice for education and training" Bowling Green State University Division of Higher Education and Student Affairs, 3 credit graduate course CSP 680B (summer 2002)
- "Student assessment" The University of Toledo Division of Continuing Education, 1.3 CEUs (April 2002)

**Bowling Green State University, *Bowling Green, OH***  
**Master of Arts - College Student Personnel, May 2001**

**Southeast Missouri State University, *Cape Girardeau, MO***  
**Bachelor of Arts - Speech Communication (Public Communication), May 1999**

- Mass Communication minor
- Graduated cum laude (3.7/4.0 GPA)

**Courses Taught and Presentations**

BUAD 1000 Orientation for the Business Student, The University of Toledo, fall 2002  
EDAS 4940 Exploring Leadership: Resident Advisor Seminar, The University of Toledo, fall 2002  
INST WT002 Winter Term Individual/Group Projects, Oberlin College, winter term 2000

"Academic expectations: Teaching students about their new responsibilities" co-presented at National Orientation Directors Association Conference (November 2005)  
"Involving students in welcome programming" presented at National Orientation Directors Association Conference (October 2004)  
"On-line orientation evaluations" presented at National Orientation Directors Association Region VII conference (April 2004)  
"Different approaches to peer leadership in residence halls" presented at American College Personnel Association convention 2003 (April 1)  
"Counseling in a culturally intentional and ethical manner" co-presented for the Lima Area Counseling Consortium (April 2001)  
"Conflict and ways to manage it" Bowling Green State University UNIV 100 First-Year Seminar presentation (November 2000)  
"Learning styles and study skills" Bowling Green State University UNIV 100 First-Year Seminar presentation (September 2000)  
"Constitutions and charters for residence hall governments" co-presented at Central Atlantic Association of College and University Residence Halls conference (November 1999)  
"Heterosexism and campus climate" co-presented at Bowling Green State University Alphabet Soup (gay/lesbian/bisexual/transgender/queer/questioning/ally) conference (October 1999)  
"Teambuilding: It's all just fun and games" co-presented at Missouri Extravaganza (February 1999)

1998)

"First-Year Experience roundtable" co-facilitated at Missouri Extravaganza (February 1998)

"Lets go surfing now" (technology program) presented at Midwest Affiliation of College and University Residence Halls conference (October 1997)

"Gay, lesbian, and bisexual residence life issues" co-presented/selected as Outstanding Diversity and Cultural Awareness program at University of Northern Iowa Resident Assistant conference (February 1997)

**Professional Associations**

**American College Personnel Association**, since 1999

- Annual Convention general program reviewer 2005
- Annual Convention program reviewer for Commission for Admissions, Orientation, and First Year Experience 2004, 2006, 2007
- Annual Convention program reviewer for Standing Committee for Lesbian, Gay, Bisexual, and Transgender Awareness 2003
- Annual Convention participant 2000-2003, 2005, 2007

**National Orientation Directors Association**, since 2000

- Board of Directors member, Region VII Representative, November 2005-present, Marketing committee chairperson, March 2006-present
- Outstanding New Professional award recipient, 2005
- Region VII Representative to GLBTA Network, November 2003-present
- Region VII state representative for Michigan, October 2004-2005
- Region VII Conference planning committee for 2004-2007 conferences
- NODAC participant 2000, 2003-2006
- Region VII Conference participant 2004-2007