

Lara Austin Conrad

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EDUCATION & TRAINING

- Master of Arts, Higher Education and Student Affairs Administration** **June 2002**
The Ohio State University, Columbus, Ohio
- Bachelor of Science, Human Resource Management** **May 1999**
Messiah College, Grantham, Pennsylvania
- Institute for Prevention of Violence against Women** **June 2006**
Santa Clara University, Santa Clara, California
Federal grant funded training including sessions on rape crisis, stalking, sexual assault, and male privilege

PROFESSIONAL EXPERIENCE

- Residential Learning Community Coordinator** **July 2004-present**
Office of Residence Life, Santa Clara University, Santa Clara, California
- Co-direct, with tenured faculty member, a 300 student coeducational themed living-learning community focused on leadership development, social justice and engagement with the modern world
 - Direct, coordinate, and facilitate all meetings and initiatives of RLC Leadership Team consisting of Faculty Director, Assistant Resident Director, two (2) Resident Ministers, and ten (10) student Community Facilitators (CF) to strengthen theme and focus, promote academic initiatives, develop vision, and make decisions on short and long-range planning.
 - Manage programming and operations budget of \$20,000
 - Supervise and evaluate over 25 graduate and undergraduate residence life paraprofessional staff members (Community Facilitators, Desk Receptionists, Head Desk Receptionist, Assistant Resident Director)
 - Initiate new programming model designed to develop progressive leadership among residents and staff
 - Serve as a judicial officer as well as advisor for Peer Judicial Board, hearing between 4 and 15 cases per week with sanctions up to and including disciplinary probation and housing contract cancellation
 - Create newsletters, advertisements, and other publications for entire RLC program
 - Oversee all operational aspects of the Modern Perspectives Residential Learning Community, including facilities maintenance, opening and closing building, multiple line budget, student conduct, and educational and social programming
 - Advise various student clubs (including Residence Hall Association Executive Council) and organizations serving as a mentor and support to student leaders
 - Chair CF Selection Committee (2006 & 2007), co-chair CF Training Committee (2004 & 2005) and co-chair Professional Staff (RD) Selection Committee (2005 and 2008)
 - Re-design and implement departmental-wide student evaluation and performance review process
 - Manage first-level duty responders (Assistant Resident Directors) by following up on questions and concerns pertaining to each days electronic duty report

- Executive Member at Large, Northern Region** **June 2006-June 2007**
Western Association of College and University Housing Officials (WACUHO)
- Served as a voting member of the Executive Committee on all issues brought to the board during the 2006-2007 academic years
 - Liaised to three (3) WACUHO functional committees (New Professionals & Graduate Students, Religious and Spiritual Issues, and Northern Resident Assistant Programming Conference)
 - Met quarterly with all executive committee members and completed individual and group projects throughout the year
 - Functioned as WACUHO contact for all member and non-member institutions in the Northern Region
 - Represented the WACUHO Association at selected regional meetings, conferences, and workshops

PROFESSIONAL EXPERIENCE, CONT.

Resident Director

July 2002-July 2004

Office of Student Life, Westmont College, Santa Barbara, California

- Administered services of a 200-student coeducational residence hall, including opening and closing the hall, prioritizing and relaying work orders, and maintaining regular contact with maintenance and custodial staff
- Selected, supervised, trained, and evaluated six Resident Assistants throughout each academic year
- Counseled students through conversation, conflict resolution, and crisis intervention
- Addressed behavioral and accountability concerns through educationally focused judicial process
- Collaborated with other colleagues (faculty and student life staff) on programming, planning and evaluation committees, and advocating for students needs and concerns
- Created and implemented social and educational programming in the hall
- Managed \$44,000 residence hall budget (including staff salaries)
- Participated in campus-wide on-call rotation for emergency coverage
- Assigned housing for first-year students based on surveyed preferences
- Participated in summer orientation as member of student life information panel
- Facilitate meetings with parents of first-year students during orientation and Parents Weekend
- Presented sessions on staff development, alcohol education, and listening skills for RA training

Career Counselor

August 2000-July 2002

Career Services, Capital University, Columbus, Ohio

- Supervised and implemented self-designed two-day training experience for Peer Career Advisors
- Assisted students in revising resumes, personal statements, and cover letters
- Aided students in identifying and understanding their educational and vocational goals
- Co-presented "The Career Counselor in You" for student affairs colleagues
- Designed and presented workshop entitled "Running Effective Meetings" for student organization presidents
- Co-presented Career Services component of first-year summer orientation
- Facilitated "Resume Writing 101" workshop for a student leadership conference

DIVERSITY & INTERCULTURAL EXPERIENCE

- Facilitated small group discussions for "Tunnel of Oppression" program
- Serve on Multicultural Learning in the RLCs Committee to coordinate and partner with Office of Multicultural Learning to provide passive and active Multicultural programming in the Residential Learning Communities
- Participated in Safe Space training and served as Safe Space ALLY
- Partnered with faculty and another staff member to design a 2-credit course concerning immigration and fair trade, which includes a 5 day Immersion Trip to Tijuana, Mexico
- Presented "Feast & Film" programs in residence hall in conjunction with Intercultural Programs Office
- Member of Martin Luther King, Jr. Day of Service planning committee
- Co-designed and presented GLBT awareness training workshop for colleagues
- Completed 4 week cross-cultural study of Urban Asian-American Culture
- Studied International Human Resources practices while living with a host family in The Netherlands

TEACHING & PRESENTATIONS

- Collaborated with Campus Ministries office to plan and implement "Vocation Exploration" weekend retreats for first and second year students
- Presented theme and vision of Residential Learning Communities to incoming students and their parents during summer orientation sessions
- Presented sessions on alcohol abuse, conflict management, duty protocol and crisis intervention to professional and student staff members
- Co-taught (TA) undergraduate course entitled "Leadership through Service-Learning" which used community based learning to challenge students to consider issues of diversity, privilege, and discrimination
- Co-presented Sexual Assault Prevention Presentation at Jesuit Student Affairs Conference
- Taught "Choosing a Major" class for undeclared first-year students
- Co-presented Leadership/Team development workshop for Residence Hall Council

VOLUNTEER & SOCIAL JUSTICE EXPERIENCE

- Participated in week-long institute entitled “Faith Active in Love: Summer of Service-Learning” exploring areas of intersections between spirituality and social and environmental justice
- Taught group of students how to knit and together created blankets for local hospitalized children
- Organized creek clean-up community service project for all residence life staff (approximately 100 persons) during fall training
- Volunteered weekly for Open Hand meal agency serving HIV/AIDS patients

CAMPUS-WIDE COMMITTEE INVOLVEMENT

- Student Life Assessment Committee – Review and recommend assessment tools for use across Student Life Department, compile requested information from assessment tools for interdepartmental use
- Dining Services Committee – Review student satisfaction and pricing structures while making recommendations for Dining Services contract
- Orientation Leader and Peer Judicial Board Selection – Assist other University departments in selecting undergraduate staff through group and individual interviews
- Healthy Campus Committee – Explore issues of wellness and health that impact students, making recommendations and sponsoring programs to improve student health

PROFESSIONAL MEMBERSHIPS & INVOLVEMENT

WACUHO – Western Association of College and University Housing Officials **2004-Present**
Western Training Institute (WTI) Committee (2008)
Executive Member at Large (2006-2007)
Northern Resident Assistant Programming Drive-in Conference committee (2005-2008)
Technology Committee (2006)
Nominations Committee (2008)

NASPA – Student Affairs Administrators in Higher Education **2000-Present**
Women in Student Affairs Knowledge Community
Conference Placement Volunteer/Support Staff

JASPA – Jesuit Association of Student Personnel Administrators **2004-Present**
JASPA Summer Institute, Fordham University, Bronx, New York (July 2005)

REFERENCES & RECOMMENDATIONS

Scott Strawn, Ed. D.
Director of Residence Life (*current supervisor*)
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Dave Machado, M. A.
Resident Director, Cyphi RLC (*current co-worker*)
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Arthur F. Liebscher, S.J., Ph. D.
Associate Professor of History (*co-director of RLC*)
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Julia Claire Landry, M. Div.
Resident Minister (*RLC Leadership Team Member*)
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Additional references, including students, available upon request.