

JENNIFER C. SCHOEN
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EMPLOYMENT EXPERIENCE

Manager, Student Outreach and Pre-College Programs, and Washington State Achievers and Governor's Scholarship Program Coordinator, Office Minority Affairs and Diversity, University of Washington, August 2001-present.

- ❖ **Teaching:** Create course design and teach General Studies 101, a study and life skills class for achievers; guest lecturer 3 times a year for honors seminar courses administering the Myers-Briggs Type Indicator.
- ❖ **Supervise:** Coordinate and supervise 22 Student Ambassadors as part of the Recruitment and Outreach team; schedule student panels and tours for visiting elementary, middle and high school students with Ambassadors.
- ❖ **Recruitment:** Coordinate the two-and-a-half day Achievers Invitational on the university campus for prospective students; create and present workshops on writing a meaningful personal statement and on admissions to the university for Achievers Scholars; respond to admissions questions from Achievers, their parents, College Preparatory Advisers and hometown mentors in the high school; host virtual open house online for prospective students.
- ❖ **Retention:** Recruit and train staff and faculty mentors for the 424 Achievers, Governors (foster youth) and Leadership 1000 Scholars on campus; create positions, select and train achievers for leadership roles as webmaster, achievers assistant, and peer counselors; recruit mentors from faculty and staff; coordinate mentor program with 115 mentors; match students and mentors.
- ❖ **Budgeting:** Management of state and discretionary budget.

Orientation Coordinator, Student Life Office, Pacific Lutheran University, December 1993-2000.

- ❖ **Programming:** Created and implemented new summer program - 4 programs for first-year students and 2 for transfer students; coordinated 3-day fall program for first-year students and half-day program for transfer students; initiated concurrent family orientation program for summer and fall; designed content and layout for award winning summer and fall brochures.
- ❖ **Training:** Selected and trained 6 paid orientation leaders and 45 student volunteer leaders;
- ❖ **Budgeting:** Managed a budget.

Associate Director of Career Development, Career Development Office, Pacific Lutheran University, Tacoma, Washington. March 1997-2000.

- ❖ **Teaching:** taught Psychology 113: Career and Educational Planning; designed course content; marketed course to new and returning students; created and facilitated small group workshops on career issues such as resume writing and interviewing skills; designed and provided workshops on job hunting in specific areas such as sports administration and computer technology; presented an overview of career development office to several classes by invitation of professors; designed and facilitated individual and group workshops for students, faculty and staff.
- ❖ **Counseling:** reviewed and critiqued student resumes; wrote and designed Career Development brochure for underclassmen; counseled first-year students, sophomores and juniors on career and job options; instructed students on use of the Resource Library for career research; assisted students in matching career interests with courses of study.

Assistant Director for Student Activities, Student Involvement and Leadership Office, Pacific Lutheran University. August 1993-March 1997.

- ❖ **Programming and Advising**: advised student government officers and auxiliary directors; planned and conducted retreats and training for elected and appointed leaders; designed leadership development series for student leaders; supervised fundraising events and recognition process for independent student organizations.

RELEVANT EXPERIENCE

Director of Leadership Development and Commuter Programs, Rivier College, Nashua, New Hampshire. July 1990 - June 1992.

Assistant Director of Admissions, Susquehanna University, Selinsgrove, Pennsylvania. August 1985-June 1988.

EDUCATION

University of Washington, Seattle, Washington. Graduate Non-Matriculated Student. June –March 2008.

The University of Vermont, Burlington Vermont. Master of Education degree in Higher Education and Student Affairs Administration. May 1990.

Muhlenberg College, Allentown, Pennsylvania. Bachelor of Arts degree in English and Political Science, *Cum Laude*. May 1985.

PROFESSIONAL DEVELOPMENT

Presenter and Member, National College Access Network National Conference, Scholarship and Mentoring: A Unique Approach to Student Success. Los Angeles, California. October 2007 and 2008.

Presenter, Personal Statement Workshop, Seattle National NACAC College Fair. November 2006, 2007, 2008.

Presenter, *Scholarships and Mentoring: A program for recruitment and retention of low income students*, National Conference of the National Association of Student Personnel Administrators. Orlando, Florida, March 2006.

Trainer and Curriculum Designer for Personal Statement Workshops for Achievers College Experience, Central Washington University, June 2005-2008.

Coordinator of Peer Counselor Training, College Success Foundation, Achievers College Experience, Washington State University, June 20-25, 2003.

Member, National Association of Student Personnel Administrators, 2003 – present.

Board of Directors, National Orientation Director's Association, Fall 1998-2001.

Consultant, Executive Assessment, Center for Executive Development, Pacific Lutheran University, May-June 1999.

Co-chair, Regional Conference, National Orientation Directors Association. Tacoma, Washington. March 1999.

Certified to administer Myers-Briggs Type Indicator, Qualified Step II, July, 2007; qualified Step I, Denver, November 1998.

Presenter, National Conference of the National Orientation Directors Association. *No Kidding: Faculty Involvement in Orientation*. Denver, Colorado. November 1997.

Presenter, Regional Conference of the National Orientation Directors Association. *Games, Skits and ...Advising? Faculty Involvement in Orientation*. Missoula, Montana. March 1996.

Presenter, National Conference of the National Orientation Directors Association. *So You Want to Be a Lion Tamer: A Class in Career and Educational Planning*. Minneapolis, Minnesota. October 1995.