

Andrew J. Lopinot

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Education

- Master of Public Administration
Southern Illinois University Edwardsville | Edwardsville, IL August 2017
- Master of Education in Higher Education Administration & Student Personnel
Kent State University | Kent, OH May 2011
- Bachelor of Arts in Communication Studies
Minors: Mathematics & Theatre Performance
Southeast Missouri State University | Cape Girardeau, MO May 2009

Work Experience

Academic Advisor, Southern Illinois University Edwardsville June 2014– Present

- Advise approximately 400 declared and prospective social science majors and minors within the College of Arts and Science in person and electronically
- Assist students with development of academic plans and selection of appropriate classes by providing accurate curricular information on degree requirements and program changes
- Guide students with their short and long-term planning for undergraduate and career goals
- Counsel students who have been placed on academic probation or are seeking reinstatement to the university
- Serve on department and university-wide committees including the Advising Curriculum Committee, and multiple staff recruitment and selection committees
- Present to incoming students and parents during new student orientation, addressing general education requirements, applicability of courses to major and minor, and understanding the registration process
- Coordinate with Registrar's office on student graduation checks and commencement eligibility
- Assist Transfer Coordinator with the creation of 2+2 transfer agreements with local community colleges
- Serve as a resource for faculty, staff, and other departments regarding the social science curriculums
- Utilize Banner and Starfish computer programs

Coordinator of Student Development, California Polytechnic State University August 2011-May 2014

- Directly recruited, supervised, trained, and evaluated: 10-15 undergraduate Community/Resident Advisors, one Graduate Assistant, one undergraduate Desk Manager, and 5-7 Desk Assistants
- Responsible for adjudication of conduct cases, student counseling, and conflict mediation within University Housing, focusing on educational outcomes in meetings and sanctions
- Participated in rotation of emergency on-call supervisors for campus of approximately 7,200 residents
- Coordinated recruitment, training, and development of 109 student staff members
- Instructed and assessed students enrolled in Psych 251, a leadership course for Advisor applicants
- Advised Community Council, meeting regularly with executive board members
- Assisted with planning and facilitation of Coordinator of Student Development Orientation and Advisor Training
- Assisted with the development and oversaw the implementation of educational programming goals and outcomes related to mental health, cultural inclusion, and alcohol education
- Assisted with diversity programming, including Cal Poly's Beyond Words diversity program, University Housing's In our Home campaign, and Poly Canyon Village's gender-neutral housing
- Coordinated and assessed alcohol alternative weekend programs and other educational programs to ensure goals and outcomes remain effective within the Living Learning and Sophomore Success Programs
- Utilized RMS, Advocate, eRezLife, and PeopleSoft computer programs

2013-14, Santa Lucia & North Mountain Halls- Engineering Living Learning Community

- Live-in administration of six co-ed residence halls, housing approximately 750 first-year students
- Coordinated the Engineering Living Community within Cal Poly's Living Learning Program, authoring a programming syllabus to implement academic initiatives, such as Linked courses, study groups, faculty & academic advising office hours, academic probation meetings, and honors banquets
- Oversaw Engineering Academic Excellence Partners program, providing students with faculty/staff interactions through programs, including academic planning and career development.
- Managed staff and programming budget of \$10,000
- Coordinated Student Staff Recruitment & Development core area, which includes marketing for a diverse candidate pool, managing Psych 251 & candidate interviews, and overseeing educational development of student staff

2011-2013, Poly Canyon Village Apartments- Sophomore Success Program

- Live-in administration of three co-ed apartments that house approximately 1000 second-year and upperclass students in a complex of 2,700 residents
- Collaborated on overall administration and programming of the Sophomore Success Program and Kick-Off welcome-back weekend
- Managed staff and programming budget of \$35,000
- Served on Professional Staff, Student Staff Recruitment, and Lead Custodian search committees
- Coordinated Peer Community Standards Board, developed Decision Making & the Law Workshop, created Community Standards Manual, and trained professional staff on student conduct and Advocate software

Assistant Second Year Coordinator, Case Western Reserve UniversityAugust 2009-June 2011

- Live-in administration of co-ed residential complexes that house approximately 240-380 residents
- Directly recruited, supervised, trained, and evaluated five undergraduate resident assistants while indirectly supervising eight resident assistants
- Served as a student conduct officer from 2010-2011 for incidents occurring within the residence hall
- Participated in rotation of on-call supervisors for campus of 3,300 residence hall students
- Advised community council and maintain budget ranging from \$2000-\$3695
- Served on committee incorporating the themes of the second year student experience into staff training and campus-wide programming
- Co-chaired two annual Second Year Experience programs per academic year, which included Taste of the World and Second Year Celebration
- Co-coordinated room assignments, census, room change procedures, hall opening and closing procedures, facility walk-throughs, and other housing functions
- Supported and participated in the residence life selection process for professional, graduate, and undergraduate staff

Student Conduct Graduate Intern, Case Western Reserve UniversityAugust 2010-December 2010

- Attended weekly Student Affairs meetings with the Associate Vice-Presidents of Student Affairs, Assistant Director of Greek Life and the Directors of Residence Life and Judicial Affairs
- Observed first-year, second-year, and upperclass student conduct hearings
- Processed hearing outcome files and communicated with coordinators regarding unheard cases

ACUHO-I Housing Operations Graduate Intern, The New SchoolMay 2010-July 2010

- Collaborated with Assistant Director for Housing Operations on the transition to StarRez computer software
- Assisted with housing assignment allocation of 1,680 students into five residence halls
- Participated in rotation of on-call supervisors for New York City campus of 1,300 residence hall students
- Generated occupancy and vacancy reports for Director of Student Housing and Hall Directors
- Communicated with students and parents regarding housing assignments and room changes
- Utilized Banner to charge students for property damage to residence halls and for extended stays

Career Services Graduate Intern, Notre Dame CollegeJanuary 2010-May 2010

- Critiqued resumes, cover letters, and mock interviews for students preparing for job searches
- Co-facilitated internship/co-op orientation with orientation coordinator
- Researched career guide information for international students

Selected Presentations

- *How to do it all and Stay Sane: Time Management for the Busy Student Leader*
 - Cal Poly Advisor Inservice, September 2013
- *Crisis Management & Emergency Preparedness*
 - Cal Poly University Housing Advisor Training, September 2013
- *Conflict Resolution & Mediation*
 - Cal Poly University Housing Advisor Training, September 2012 & 2013
- *Community Standards: Foundations, Process, Resolutions*
 - Cal Poly Coordinator of Student Development Orientation, August 2012 & 2013
- *Robert's Rules of Awesomeness: Parliamentary Procedure*
 - Cal Poly Leadership Conference, October 2013
- *The Secret Lives of Second Year Students*
 - OASPA/OCPA Annual Conference, January 2011
- *Higher Edu., Not Just Residence Life: An Exploration into International Affairs, Diversity & Multicultural Affairs*
 - OCPA Careers in Student Affairs Conference, October 2010
- *Into the Lion's Den: Leading Your Peers*
 - Case Western Reserve Spring Leadership Conference, September 2010

Professional Development & Awards

- NACADA Region 4 Conference Attendee, 2017
- Freshman Success Program Academic Coach, 2013-2014
- StrengthsQuest Seminar- Strengths Education for Higher Education, 2013
- Central RAP Conference Planning Committee, 2012
- NASPA Annual Conference Attendee and Volunteer, 2011 & 2012
- OCPA/OASPA Conference Planning Committee, 2010
- ASCA Drive-in Conference, 2010
- Nexus NEACUHO Conference, 2010
- Emerging Leaders Program Staff Facilitator, Case Western Reserve University, 2009-2011
- Outstanding Graduate Assistant, Case Western Reserve University, 2009
- Outstanding Graduating Senior in Communications, Southeast Missouri State University, 2009

References

Brian Hinterscher
 Coordinator of Advising
 College of Arts & Sciences
 Southern Illinois University Edwardsville
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 Direct Supervisor, 2014-Present

Emily Sandoval
 Director of Residential Education
 Office for Residential Education
 University of Southern California
 (213) 743-1790
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 Cal Poly Direct Supervisor, 2011-2013

Tina Muller
 Associate Director of Residence Education
 University Housing- Residential Life & Education
 California Polytechnic State University
 (805) 756-6134
 tmuller@calpoly.edu
 Direct Supervisor, 2013-2014

Juliette Duke
 Director of Residence Education
 University Housing- Residential Life & Education
 (805) 756-9315
 jduke@calpoly.edu
 Committee & Core Area Supervisor, 2011-2014