465C Bayberry Pointe Dr. NW
Grand Rapids, MI 49534

Kara M. Kurczeski

kurczeka@gvsu.edu
(732) 610-8327

Educational Experience

Grand Valley State University, Allendale, Michigan
Master of Education in College Student Affairs Leadership, April 2008
GPA: 3.97

Seton Hall University, South Orange, New Jersey
Bachelor of Arts in Sociology, May 2006
Minors: Spanish, Political Science
GPA: 3.6

Related Experience

Graduate Assistant, Grand Valley State University *May 2007 – present*
Lesbian, Gay, Bisexual & Transgender (LGBT) Resource Center

- Benchmark services and programs of LGBT Resource Centers nationwide and construct implementation strategies
- Review and apply the Council for the Advancement of Standards for LGBT Resource Centers
- Assist supervisor in the development of a core set of services the LGBT Resource Center will provide
- Initiate an evaluation process for the services the center provides
- Design, write and develop the center's first website through Content Management Systems
- Formulate and present workshops concerning the needs of LGBT students to faculty, staff, classes and student organizations
- Implement a mentorship program for first year students including an orientation on leadership development for mentors
- Budget expenses for the current year and assist supervisor in planning the budget request for the following fiscal year ($100,000)
- Plan a campus-wide "ongoing conference" on a variety of topics including racial issues, spirituality and gender identity
- Advise LGBT student organization members on the planning and implementation of annual programs
- Edit monthly newsletters for the LGBT Resource Center to be distributed to faculty, staff and students
- Create a program planning calendar for the LGBT Resource Center
- Coordinate career development resources with the Career Services Office specifically for LGBT students
- Serve on the advisory committee to ensure the needs of LGBT students are met through the services and programs of the center

Intern, Grand Valley State University *January 2008 – present*
Women's Center

- Assist supervisor in planning and preparations of the Center's annual fundraiser, Indulge in a Cause
- Coordinate Women and Girls in Sports Day with area middle schools and university athletics
- Oversee the planning committee for *7 Passages*, a play about the lives of local gay Christians
- Plan an educational program surrounding Hurricane Katrina's affects on women and their families

Intern, Grand Valley State University *May 2007 – August 2007*
Housing and Residence Life

- Planned a resident assistant class with an intercultural and social justice focus
- Selected reading materials and designed activities and processing questions for the LGBT, Religion and Spirituality and Ageism, Sizeism and Lookism units of the class
- Incorporated leadership theories and values into the syllabus
- Redesigned the residential staff programming model and proposal format and trained the staff on implementation
- Developed new emergency protocol, duty materials and processing forms for resident assistants
- Expanded graduate assistant training in crisis management, supervision, judicial affairs and community council advisement

Graduate Assistant, Grand Valley State University *July 2006 – May 2007*
Housing and Residence Life

- Hired, trained and supervised twelve front desk student staff on daily tasks and emergency protocol through in-services and bi-weekly staff and individual meetings
- Supervised front desk activities including facilities issues, mail and package delivery and keys
- Advised area community council in projects and events to further personal and group development
- Facilitated leadership development, group dynamics and budgeting in the community council president
- Prepared and supervised fifteen residential student staff to coordinate educational programs and execute crisis management protocol
- Train student staff in advising and leadership skills by working with the community council
- Conducted training and in-service sessions for student staff members to further personal and professional development
- Developed personal crisis management proficiency
- Observed resident conduct meetings
- Assisted residential student staff and supervisor in the resolution of roommate conflicts
- Participated in residential student staff selection process for the 2007-2008 academic year

Advisor, Grand Valley State University *September 2006 – September 2007*
Phi Sigma Sigma Women's Fraternity

- Encouraged and challenged sorority women in the colony to chapter process
- Assisted sorority women in a positive and creative recruitment strategy
- Supported Membership Recruitment Chair to foster development of leadership skills and self-empowerment strategies
- Served as a role model of the Greek system, positive fraternal values and moral development

Resident Assistant, Seton Hall University *August 2003 – May 2006*
Housing and Residence Life

- Organized a minimum of six educational and community oriented programs per semester
- Served as primary resource on campus policy and information
- Performed tri-monthly over-night duty responsibilities over entire residence hall (approx. 700)
- Coordinated monthly floor meetings and mediations for roommates
- Created and attended pre- and in-service training sessions for new and returning staff members
- Worked weekly security desk and office shifts and attend weekly staff and supervisor meetings
- Assisted in the selection process of new staff members

Intercultural Experience

- **Office of Multicultural Affairs, Grand Valley State University**
  Wade H. McCree Scholarship Program Volunteer, *January 2008 – present*
  Students Promoting Diversity and Leadership Volunteer, *January 2008 – present*
- **Padnos International Center, Grand Valley State University**
  International Student Focus Group Facilitator, Pre-Arrival and Orientation, *October 2007*
- **Mexico, College of Education, Graduate Study Abroad Program**
  Mexican Collegiate Educational System Seminars and Residence Living, *May 2007*
- **Costa Rica/Panama, Undergraduate Study Abroad Program**
  Spanish Language Immersion and Homestay, *January 2005 – April 2005*
- **El Salvador, Seton Hall University Service Learning Trip**
  Social Justice Experience and Homestay, *March 2004*

Presentations and Professional Development

- **Critical Incident Stress Management Training Workshop**
  Attendant, *January 3-4, 2008*
- **Intermediate Leaders Institute, Laker Leadership Programs**
  Presenter: Inclusivity and Conflict Management, *November 10, 2007*

- **Counseling and Career Development Center's Issues in Multicultural Supervision Seminar**
  Attendant, *November 2, 2007*
- **College Student Educators International (ACPA)/National Association of Student Personnel Administrators (NASPA) Joint Meeting and Placement Exchange**
  Attendant, Employer Representative, *March 30 – April 4, 2007*
- **Association of International Educators (NAFSA) Region V Conference**
  Attendant, *November 5-7, 2006*
- **Middle-Atlantic College and University Housing Officers Conference**
  Presenter: Can I Be Greek and an RA, *October 22, 2005*

Professional Associations

- Student Member, NASPA, *October 2007 – present*
- Secretary, Graduate and Professional Student Association, *April 2007 – present*
- Student Member, ACPA, *November 2006 – present*
- Alpha Kappa Delta, Sociology Honor Society, *April 2005 – present*

Committees, Grand Valley State University, Housing and Residence Life

- RA/MA/ALA Training Committee, *January 2007 – May 2007*
- RA/MA End of the Year Celebration Banquet Committee, *February 2007 – March 2007*
- Departmental Holiday Party Committee, *November 2006 – December 2006*
- RA/MA Appreciation Week Committee, *October 2006 – November 2006*

Undergraduate Activities and Positions

- **Delta Phi Epsilon Sorority,** *September 2003 – May 2006*
  Standards Board Member, Recruitment Chair, New Member Educator, Community Service Chair, Historian
- **The Setonian Student Newspaper**, *September 2002 – December 2004*
  Staff Writer, Copy Editor, Community Section Editor

Professional References

Dr. Milton E. Ford
Coordinator LGBT Resource Center
Liberal Studies Faculty
(616) 331-2530
fordm@gvsu.edu

Carrie Christian
Living Center Director
Housing and Residence Life
(616) 331-1110
christca@gvsu.edu

Scott Jensen
Assistant Director
Housing and Residence Life
(616) 331-4054
jensensc@gvsu.edu

RaeAnne E. Mac Millan
Residence Coordinator
Housing and Residence Life
(973) 275-3573
macmilra@shu.edu

Dr. Jay Cooper
Education Faculty
College Student Affairs Leadership Program
Coordinator
(616) 331-0336
cooperj@gvsu.edu