

Jessica Michelle Velasco

Adjust Instructor
Sul Ross State University
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EDUCATION

- **Master of Science** Educational Administration; Student Affairs Administration
Texas A&M University, College Station, Texas, May 2001.
- **Post-graduate Work** Public Administration
Sul Ross State University, Alpine, Texas, August 2013-December 2015
- **Bachelor of Arts** Political Science
Texas A&M University, College Station, Texas, December 1998.
Graduated Magna Cum Laude with University and Foundation Honors.

WORK EXPERIENCE

- **Access & Achievement Scholarship Coordinator**, Sul Ross State University, Spring 2016-current
Track and develop all paperwork related to the Access & Achievement Scholarship, including its funding. Maintain frequent interaction with program scholars and mentors to ensure compliance with scholarship requirements. Develop and submit all reports related to program progress and outcomes. Organize annual program events.
- **Lobo Days Coordinator**, Sul Ross State University, Spring 2015.
Assisted in the coordination of Lobo Days for Spring 2015. Trained and supervised Pack Leaders. Coordinated with speakers. Managed the schedule and Lobo Days check-in. Scheduled event venues and meals. Served as primary contact for Lobo Days. Administered Lobo Days evaluations and provided overall event feedback for future coordinators and supervisors.
- **Resident Director**, Department of Housing & Residential Education, University of Denver, June 2007-June 2010.
Supervised and provided on-going training and evaluation for 12 Resident Advisors (and a front desk manager and front desk staff during the first year) and a Graduate Resident Director. Advised and trained hall leadership team (2007-2008). Advised National Residence Hall Honorary (Spring 2008). Responsible for conduct meetings with residents involved in policy violations. Assisted with higher level cases at times as member of Conduct Review Board. Facilitated community development and managed facilities in predominantly second-year, co-ed, suite-style hall of 440 students. Helped facilitate development of community in the various learning communities in the building (e.g. substance-free housing, wellness, international). Mediated disputes between residents. Instructed Resident Advisor semester-long training course. Served in on-duty rotation for entire university campus and was first responder to various minor and major situations on campus. Created and organized numerous programs in various areas of student development. Managed reservations for meeting areas within the residence hall. Completed trainings, developments, and administrative tasks as directed by supervisor. Oversaw hall budgets. Served on departmental and university-wide committees.
- **Counselor/Advisor**, Student Support Services, Sul Ross State University, September 2005-June 2007.
Helped develop forms and procedures for brand-new program on campus. Recruited students for program. Met with program participants individually throughout the semester to assess needs and to direct to appropriate campus resources. Used various surveys and inventories to learn more about program participants and their needs. Trained and supervised peer mentors. Developed workshops and other activities to help students gain skills and succeed at the university. Advised new peer education student organization.
- **Program Coordinator**, Student Activities, Texas A&M University-Corpus Christi, February 2005-August 2005.
Responsible for overall coordination of Waves of Welcome (university-wide welcome effort) and the new Islander Peer Mentor program, Together Islanders Develop Excellence (TIDE). Advised Excellence through Development, Growth, and Experience (EDGE) departmental leadership organization and the Islander Cultural Alliance (ICA). Assisted with all Student Activities programs and events, including Campus Activities Board (CAB), Greek Life, Student Government Association (SGA), University Center

Student Organizations (UCSO), Aloha Days (freshman camp), and Freshman and Transfer Orientation. Served on university committees and work groups. Served on task force and several working groups for Momentum 2015, TAMU-CC's strategic planning initiative.

- **Coordinator of Residence Life**, Camden Miramar, Texas A&M University-Corpus Christi, May 2002-Feb. 2005
Supervised and provided on-going training and evaluation to 19 Resident Advisors, 1 Senior Resident Advisor, and one full-time Area Coordinator. Responsible for all aspects of selection and recruitment of RAs and other student development staff. Enforced community and university rules and regulations. Handled discipline and billings for lease violations. Helped resolve roommate disputes. Facilitated community development among 1,300 student residents in 17 buildings. Involved in all aspects of housing, from application to move-out. Served on professional staff on-call rotation. Responsible for overall coordination of summer conference program. Responsible for resident relations budget. Attended Camden Corporate University courses. Served on university committees. Attended and presented at regional housing conferences. Developed and instructed resident advisor semester-long training course. Helped with the opening of new residence halls in Fall 2002 and Fall 2004. Developed substance free housing proposal and program for start in Fall 2004. Responsible for helping with regular office duties such as answering the phone, handling customers, etc.
- **Test Administrator**, Various testing agencies and universities, August 1999-April 2003.
Administer a variety of standardized tests to high school students, college students, and other members of the general public. Responsible for distributing tests, reading directions, and maintaining the security of test materials. Experience with TASP, SAT, SAT II, ACT, LSAT, MCAT, and ELPE test administration.
- **Hall Director**, Mosher Hall, Department of Residence Life, Texas A&M University, Nov.2000-May 2002.
Supervised, trained, and evaluated 10 undergraduate resident advisors and one graduate assistant. Advised hall leadership. Enforced university rules and regulations. Conducted disciplinary hearings with residents involving residence hall violations. Co-adjudicated higher level cases with Student Conflict Resolution Services (SCRS). Facilitated community development in predominantly freshmen, all-female hall of over 650 residents. Helped facilitate development of community in the Cluster of Resident Engineering Women (CREW) living learning community. Instructed Resident Advisor semester-long training course. Completed administrative tasks as directed by supervisor. Oversaw hall budgets. Served on departmental committees.
- **Conference Coordinator**, New Student Conferences, Department of Residence Life, Texas A&M University, Summer 2001.
Coordinated housing for all new student and transfer conferences during the summer of 2001. Supervised and trained 6 conference assistants. Worked closely with the area custodial and maintenance crews to ensure proper customer service. Addressed parent complaints and questions. Primary person in charge of ensuring the housing database was in proper working order for each conference.
- **Graduate Hall Director**, Clements Hall, Department of Residence Life, Texas A&M University, Fall 2000.
Trained, supervised, and evaluated four undergraduate resident advisors in a co-ed upper-class honors hall (the first year). Advised hall council membership. Worked with Office of Honors and Academic Scholarships to facilitate the development of the upperclassmen honors community. Enforced university rules and regulations and residence hall rules and regulations. Completed administrative tasks as directed by supervisor. Managed hall budgets. Served on departmental committees.
- **Conference Coordinator**, Continuing Education Conferences, Department of Residence Life, Texas A&M University, Summer 1999 & Summer 2000.
Coordinated housing for continuing education conferences throughout the summer. Responded to customer complaints. Supervised one Conference Assistant. Worked with other Conference Coordinators and Conference Sponsors to satisfy the needs of the conference guests. Worked closely with the area custodial and maintenance crews to ensure a smooth transition and room readiness for each conference. Completed billing forms for each conference.
- **Graduate Hall Director**, Neeley Hall, Department of Residence Life, Texas A&M University, August 1998-May 2000.
Trained, supervised, and evaluated four undergraduate resident advisors in an all-female residence hall with 270 residents. Advised hall council membership. Enforced university rules and regulations and residence hall rules and regulations. Conducted disciplinary hearings with

residents violating residence hall rules and regulations. Completed administrative tasks as directed by supervisor. Managed hall budgets. Served on departmental committees.

COLLEGE TEACHING EXPERIENCE

- **Federal Government**, Sul Ross State University, Spring 2016.
- **Resident Advisor/Assistant Class**, University of Denver (Fall 2007-Spring 2010), Texas A&M University-Corpus Christi (Fall 2002-Spring 2005), Texas A&M University (Fall 2000-Spring 2002).

COMMITTEE WORK IN HIGHER EDUCATION

- **Alcohol Coalition**, 2007-2010, University of Denver
Served on coalition consisting of university and Denver community members. Studied and discussed issues related to alcohol on the college campus. Created and suggested ways to address negative consequences associated with alcohol.
- **Sustainability Committee**, 2009-2010, University of Denver
Created ways to improve sustainability in the residence halls and on campus. Helped develop residence hall “green room certification.” Educated department and university communities on ways to be more sustainable through passive and active programming.
- **Full-time Selection Committee**, 2008-2010, Chair, University of Denver
In charge of all aspects of full time selection for the department. Assessed old hiring procedures and created new ones. Organized and conducted phone, on-campus, and conference interviews with candidates.
- **Appreciation and Recognition Committee**, 2007-2008, Chair, University of Denver
Created and implemented on-going recognition and appreciation measures for all levels within the department. Responsible for the organization of the end of year department banquet.
- **Substance-free housing committee**, 2006-2007, University of Denver
Helped implement and create the first substance free housing program at the University of Denver, including forms, meetings, programs, and room assignments.
- **Waves of Welcome Committee**, August 2002-August 2005, Chair for 2005-2006
Helped plan semester-long schedule of welcome activities for new and returning students at Texas A&M-Corpus Christi. Created evaluation tools for individual events and the program as a whole.
- **Homecoming Committee**, August 2002-August 2005, TAMU-Corpus Christi
Helped plan week-long, campus-wide programs for basketball homecoming in February. Helped develop new traditions.
- **Islander-Alcohol and Drug Prevention Team**, January 2003-August 2005, TAMU-Corpus Christi
Helped develop proactive, educational approaches to reduce the negative consequences associated with drinking and other drugs on campus. Attended Texas Alcohol Beverage Commission Conference and training.
- **Monterrey Tec Exchange Committee, Co-Advisor**, August 2001-May 2002, TAMU
Advised group of 11 students on trip to Monterrey, Mexico. Helped facilitate interaction and education between two cultures. Helped coordinate activities for visit of Monterrey students in the spring.
- **Graduate Hall Director (GHD) Pre-service and Inservice Committee, Co-Chair**, August 2001-May 2002
Coordinated monthly inservices and semester training for all the hall directors on campus.
- **Comprehensive Program Review Self Study Team Member**, August 2000-May 2002, TAMU
Helped create the first Department of Residence Life Comprehensive Program Review Self Study Report. Co-author of the residence education component of the report. Helped edit and question other areas of the department. Helped organize the Site Review Team visit.
- **GHD Selection Committee, Member**, Spring 2001, **Chair**, August 2001-May 2002, TAMU

In charge of overall coordination of GHD hiring activities including application screening, reference checks, interviews, and recommendations to the Area Coordinator and Associate Director.

- **Gig'Em Week Committee, Co-chair**, Summer 2001, TAMU
Responsible for overall planning of the campus-wide week of welcome.
- **ALLIES Committee, Member**, Fall 1998-May 2002, **Facilitator**, Fall 2001-May 2002, TAMU
Helped provide support to members of the GLBT community. Facilitated workshops to educate the university community about the GLBT community to as to provide an atmosphere of awareness and respect for all members of the Aggie community.
- **Academic Hall Committee**, August 2000-May 2001, TAMU
Assisted in the development of a proposal to create an "Academic Hall" on campus. Worked with various offices on campus to get input about the proposal. Determined viable budget figures for the renovations desired for the hall.
- **Check-in Coordination Committee**, Summer 2000, TAMU
Helped with the organization of residence hall check-in efforts on the Texas A&M campus. Gave input to various offices and departments regarding new ideas for a streamlined residence hall check-in process.
- **Substance-free Housing Committee**, August 1999-August 2000, TAMU
Helped plan the implementation of a substance-free housing program on campus. Researched other universities with substance-free housing programs to get information on policies and benefits. Marketed the substance-free housing program to current students by creating flyers and newspaper ads. Recruited students to be part of the substance-free housing focus groups to gain student perspectives on policies and procedures of the program. Helped train the residence hall staff in the buildings with substance free floors. Helped develop the information for a substance free housing web site, substance free housing brochure, and substance free housing community agreement.
- **Training Committee, Member**, Summer 1999, **Chair**, Summer 2001, TAMU
Helped plan a week-long fall training for hall director staff and resident advisor staff.
- **Resident Advisor Selection and Recruitment Committee**, August 1998 - May 1999, TAMU
Coordinated group interviews for approximately 200 resident advisor candidates in the spring. Informed the current hall staff of selection and recruitment procedures, guidelines, and deadlines.

PRACTICUM EXPERIENCE

- **Practicum Student**, Student Life Orientation, Department of Student Life, Texas A&M University. College Station, Texas. Summer 2000.
Assisted with the New Student Conference programs during the summer for incoming freshmen and transfer students. Helped advise the Aggie Orientation Leader Program Executive Officers. Served as the on-call staff member and responded to all problems and emergencies on nights of conference programs. Attended all office trainings, retreats, and staff meetings. Served as the Donations and Marketing Chair for Gig'Em Week 2000, the first campus-wide week of welcome at Texas A&M University.
- **Practicum Student**, Alcohol and Drug Education Programs, Department of Student Life, Texas A&M University. College Station, Texas. Spring 2000.
Assisted with the writing of an operational definition for low-risk drinking in accordance with the Alcohol Task Force Plan. Created a flyer to educate students about responsible drinking behaviors. Made presentations in residence halls to educate students about alcohol. Helped coordinate educational tables at the Health and Wellness Fair and Aggie Ring Day. Attended all office staff meetings and retreats. Created monthly bulletin board contests for resident advisors to passively educate the students in the residence halls. Attended the two alcohol education classes. Assisted with interviews for new program coordinators, with Safe Spring Break activity planning, and with the Greek Leader Luncheon. Did all the groundwork and designs for the 21st Birthday Card Program at Texas A&M University.

HONORS

- Bronze Pin, University of Denver National Residence Hall Honorary, June 2008
- OTM Writer of the Year, National Residence Hall Honorary, June 2008

- Advisor of the Month, National Residence Hall Honorary
- Camden Mentor, Camden Property Trust, July 2003-January 2005
- Delegation named “Most Determined to Win,” SWACUHO RA 2001 (advisor)
- Bronze Pin from Texas A&M National Residence Hall Honorary, May 2001
- Winner, New Professionals Case Study Competition, SWACUHO 2001
- Best Large Delegation, SWACUHO RA 2000 (advisor and conference chair to this group)
- Conference Chair, Staff Council, Department of Residence Life, September 2000-May 2001
- Academic Incentive Scholarship, August 2000-May 2001
- Graduate Assistant of the Year, Department of Residence Life, May 2000
- First place tie, New Professionals Case Study Competition, SWACUHO 2000
- SWACUHO Outstanding Graduate Student Award, SWACUHO 2000
- Graduation with Foundation and University Honors, Texas A&M University, December 1998
- Bonnie Browne Award, Outstanding Political Science Senior, Texas A&M University, December 1998
- Fish Camp Counselor, Camp Elmore, Fish Camp, Texas A&M University, 1996
- Freshman of the Year from Residence Hall Association (RHA), Texas A&M University, May 1996
- Presidential Achievement Scholarship, Texas A&M University, August 1995-December 1998

CONFERENCE PRESENTATION EXPERIENCE

- “Unwind with Color”—TAMU Student Affairs System Symposium 2005
Presentation about crayon therapy, an alternative way to reduce stress.
- "Plugging in for Life" --SWACUHO RA 2003
Presentation about pursuing a career in student affairs.
- "How are YOU wired?" --SWACUHO RA 2003
Presentation on how to write a mission statement.
- "You stress, I stress: We all stress" --SWACUHO RA 2002, Top Five Program
Interactive game and presentation on how to reduce stress.
- "You Can't Have Great without the G" --SWACUHO RA 2002
Presentation about creating a safe haven for gay and lesbian students.
- “Preparing for a Life at Sea” – SWACUHO RA 2001
Presentation about preparing for a career in student affairs.
- “Avoiding the Poke Tako” – SWACUHO RA 2001
Presentation about event-planning techniques at Texas A&M University.
- “Substance Free Housing at Texas A&M” – SWACUHO 2001
Presentation about Substance Free Housing program development at Texas A&M University.
- “Risk Management at Texas A&M”- SWACUHO 2001
Presentation about new risk management strategies at Texas A&M University.
- “Welcome to Confettiville”- SWACUHO RA 2000
Presentation about planning fun and efficient staff meetings.
- “What’s My Name?” - SWACUHO RA 1999, named “Best Program”
Presentation with different diversity awareness activities.

RESEARCH INTERESTS

- Higher education administration and policies
- Women in politics
- Term limits
- Work/life balance
- Education financing
- Tribal governments

OTHER AFFILIATIONS AND INVOLVEMENT

- Chess Club sponsor & coach, Alpine Christian School, Spring 2013, Spring 2014, and Fall 2016
- Volunteer, Big Bend Parks and Recreation for Kids, 2015-present
- Volunteer coach and team parent for Big Bend Youth Soccer Association, 2010-present
- Volunteer guide for Project Homeless Connect, Spring 2010
- Volunteer coach for Sul Ross Cheerleading Squad, 2006-2007
- Ultimate Frisbee Club Member at TAMU-CC and Sul Ross State University, various years
- Completed First Year Seminar Leader (FYSL) Summer Institute, Summer 2004
- Strengths Quest Signature Themes: Learner, Activate, Achieve, Strategic, Individualization
- Myers-Briggs Personality Type: Extrovert, Intuitive, Feeling, Judging (ENFJ)

TRAINING AND CERTIFICATION

- Camden Corporate University—completed all but one course of Management Level Degree Plan

CURRENT PROFESSIONAL ASSOCIATIONS: None

PUBLICATIONS: None (working on submissions)

CONSULTING AND OTHER INVITED PROFESSIONAL PRESENTATIONS: None

GRANTS RECEIVED: None