

Kimberly D. Everett

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July 9, 2010

Lance Williams, Ph.D., Chair
Search and Screen Committee
Northeastern Illinois University
5500 N. St. Louis Ave
Chicago, IL 60625-4699

Dear Search Committee,

I am writing this letter to express my interest in the Director of the African, African American Cultural Resource Center position at Northeastern Illinois University. I am very eager to discuss the NEIU vision of diversity and how I can contribute to the experience of students at your institution. I believe that my education, experience, energy and creativity make me the ideal addition to the Center for Diversity and Intercultural Affairs team. My time at Iowa State University and the University of West Georgia has afforded me the opportunity to develop as an educator, an administrator and a student advocate.

As the attached resume details, I have held professional positions in multicultural student services, TRiO Student Support Services and residence life. In addition to my professional positions, my work with campus committees and diverse student organizations has allowed me to collaborate in creative ways to enhance the social, cultural, educational, and leadership development of African and African American students on my own campus and beyond. Through my job duties and my student organization advising, I have helped colleagues and student leaders explore new ways to develop enrichment activities that are designed to promote the successful transition and holistic development of multicultural students. Each of these positions has provided me with practical knowledge in the areas of program and event planning, cross campus collaboration, student leadership development, and providing direct student assistance regarding academic, career, social, cultural and personal development.

Most importantly my experience has allowed me to develop as an ally, a resource, a team builder, and leader. I have acquired the interpersonal communication skills necessary to build a rapport with students, faculty and administrators in order to aid in assessing and addressing their needs. My approach to student development is built on the principles of empowerment, accountability and support. I have a strong passion for working with individuals from diverse backgrounds and all walks of life. I am committed to diversity in higher education and the college experience, both in and out of the classroom, and I strive to incorporate that commitment into everything that I do. I look forward to visiting with you about this position and the African, African American Cultural Resource Center. Should you need additional information, please do not hesitate to phone, write or email me. Thank you for your time and attention.

Sincerely,

Kimberly D Everett

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Education

Doctor of Philosophy

Educational Leadership and Policy Studies

Specializing in Social Justice in Higher Education
Anticipated Aug 2011 Iowa State University

Master of Education

Educational Leadership and Policy Studies

Specializing in Higher Education Administration
2002 Iowa State University

Bachelor of Science

Elementary Education

Specializing in English/Language Arts
1999 Iowa State University

Professional Experience

Program Advisor

TRiO Student Support Services Program (SSSP)

Iowa State University

8/07- present

- Provide consultation and academic, career and personal assistance to culturally diverse, first generation students, low income students, and students with disabilities.
- Provide individual, ongoing needs assessment and monitor students' progress
- Assist students with financial aid forms and processes including completing FAFSA and providing information regarding employment and scholarship opportunities.
- Assist students in the development of study skills and life skills making appropriate referrals to on and off campus resources
- Develop and implement cultural event programming and special events
- Develop, implement and report student outcomes assessments and satisfaction surveys
- Coordinate SSSP Learning Community including writing funding proposal, managing program budget, hiring and supervising peer mentors, teaching learning community seminar courses, and writing the annual Learning Community report.

Additional Appointments and Committee Experience

- Multicultural Student Services Coordinating Team (MSSCT)
- University Committee on Fraternities and Sororities
- Margret Sloss Women's Center Advisory Board
- Retention Intervention Model Mentor
- Vice President for Student Affairs Diversity Committee

Professional Experience, cont.

Multicultural Liaison Officer/Leadership thru Engineering Academic Diversity (LEAD) Program Coordinator College of Engineering Iowa State University

1/06- 8/07

- Developed, implemented, and coordinated retention, academic enrichment, and professional development programs for culturally diverse undergraduate students in the College of Engineering.
- Selected, hired, trained and supervised 8 undergraduate students including tutors, peer mentors and a student programming assistant.
- Collaborated with college faculty, advisors, and staff to develop programs and procedures related to increasing retention of multicultural students.
- Monitored student academic progress and met periodically with students for individualized assistance and strategies which can improve success and graduation.
- Assisted Admissions, Multicultural Student Affairs, and other university offices and committees with recruitment, enrollment, scholarship support, and coordination of programming for students of color at the university.
- Coordinated LEAD Learning Community including writing funding proposal, managing program budget, hiring and supervising peer mentors, teaching learning community seminar courses, and writing the annual Learning Community report.
- Met with prospective students and parents who were visiting campus.

Additional Appointments and Committee Experience

- Multicultural Student Services Coordinating Team (MSSCT)
- MSSCT Professional Development Committee
- University Committee on Fraternities and Sororities
- College of Engineering Learning Communities Task Team
- Engineering College Advising Committee
- Student services - Co-curricular Programs
- George Washington Carver Scholarship Committee
- Multicultural Education Learning Community Consortium
- Team Leader, Iowa State Conference on Race and Ethnicity/National Conference on Race and Ethnicity
- National Association of Multicultural Engineering Program Advocates Regional Conference Planning Committee

Assistant Director of Residence Life for Programming and Staff Development University of West Georgia Carrollton, GA

7/04- 12/05

- Assisted the Director of Residence Life in coordinating the Residence Life program.
- Coordinated and evaluated educational, social and cultural programming designed to facilitate the growth of the individual and the UWG community as a whole.
- Directly supervised and evaluated job performance of professional Residence Life and Judicial Coordinators.
- Coordinated the selection process for residence hall student staff.
- Designed, coordinated and conducted in-service training and staff development workshops.
- Advised and assisted both staff and students with matters of personal, social, and academic adjustment.
- Designed and coordinated departmental evaluations.
- Assisted with public relations functions for the department.

Additional Appointments and Committee Experience

- College Student Inventory Staff Advisor
- UWG 40: First 6 Weeks Program Planning Committee

Professional Experience, cont.

Residence Hall Director

Iowa State University Ames, IA

Oak-Elm Hall and Wallace Hall

7/00-6/04

- Selected, trained, supervised and evaluated Resident Assistant staff
- Trained, supervised and evaluated Graduate Assistant Hall Desk Supervisor and oversaw general Hall Desk operations
- Mediated student concerns and problems through counseling and confrontation
- Adjudicated student conduct using educational perspective
- Created initiatives to advance the academic mission of the university and total learning experience
- Responded to crisis through on-call coverage of 15 residence halls housing 8000 students
- Planned residence hall outcomes through the creation of a comprehensive building plan
- Managed Hall personnel, programming and office budget
- Collaborated with faculty and staff regarding living-learning communities

Additional Appointments and Committee Experience

- Hall Desk Advisory Group
- Judicial Review Committee
- Hall Desk Graduate Assistant Selection Committee
- Student Move-In Crew Committee
- Summer Conference Coordinating Committee
- Sophomore Experience Task Force
- Student Security Supervisor
- Hall Director Planning Committee
- Hall Director Search Committee
- Hall Desk Supervisor Orientation Committee
- Student Staff Orientation Committee
- Student Staff Selection Committee

Teaching Experience

Iowa State University

- Course Designer
Hg Ed 574 Online- Student Personnel Services in Higher Education
- Teaching Assistant
Hg Ed 579- Student Development Theory 1
- Teaching Assistant
Hg Ed 615F- Seminar in Critical Race Theory
- Instructor
University Studies 120x- Student Support Services Learning Community Seminar
- Instructor
ENGR 104 and 105- LEAD Program Orientation and LEAD Program Seminar
- Co-Instructor
Residence Life Leadership Series

University of West Georgia

- Co-Instructor
UWG 1101- First Year University Experience
- Instructor
CEPD 4106- Seminar for Residence Hall Staff

Related Experience

Graduate Assistant

Iowa State University Ames, IA

Friley/Westgate & Helser Hall Desk Supervisor

1/00-6/00

- Prepared for and conducted selection process for hall desk employees
- Trained and supervised 57 hall desk employees
- Assisted business office in administration of room reservations, opening and closing processes and key management
- Assigned administrative tasks to hall desk employees and reviewed progress
- Maintained hall desk employee payroll and scheduling

Graduate Assistant

Iowa State University Ames, IA

Office of Student Financial Aid

8/99-12/99

- Counseled and advised prospective students, students and families
- Provided information concerning various forms of federal, state, and institutional financial aid
- Reviewed student aid applications and supporting documents

Graduate Assistant

Iowa State University Ames, IA

YWCA of Ames-ISU

8/99-12/99

- Maintained rosters for GIRLS Power Mentoring Program for seventh grade girls
- Facilitated open communication between program staff, mentors, participants and families concerning activities
- Publicized program events on-campus as well as in the Ames community and local newspapers

Organization Advising

- Phi Beta Sigma Fraternity, Inc., Iowa State University 9/09- present
- Omega Psi Phi Fraternity, Inc., 9/09- present
- Zeta Phi Beta Sorority, Inc., Iowa State University 1/06- present
- Black Student Alliance, Iowa State University 5/07- present
- Zeta Phi Beta Sorority, Inc. State of Iowa Undergraduates 9/06 - present
- National Society of Black Engineers, Iowa State University 1/06-8/07
- Society of Hispanic Professional Engineers/ Society of Mexican American Engineers and Scientists 1/06-8/07
- UWG Residence Hall President's Council -7/04-12/05
- Zeta Phi Beta Sorority, Inc., University of West Georgia -8/04-12/05
- Phi Beta Sigma Fraternity, Inc.- University of West Georgia -8/04- 12/05
- Oak-Elm Hall Council, Iowa State University 8/02 - 7/04
- Students for Social Justice, Iowa State University 8/00- 7/02
- Wallace Hall President Council, Iowa State University 8/00- 7/02

Publications

Strong, K.C., Saunders, K., Everett, K.D., Beck, D., Mickelson, S., & Lyons, K. (2007) Networking learning communities in engineering: Development of common outcome objectives for first-year students. *Journal of Learning Communities Research* 2(3), 17-42.

Patton, L. D., Ranero, J. J., Everett, K. D. (under contract). Multicultural student services through a different lens: A critical race perspective. In D. Stewart (Ed.), *Building bridges, re-visioning community: Multicultural student services on campus*. Washington, DC: ACPA Books and Media.

References

Ginny Arthur
Associate Director for Residence Life
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Thomas Hill
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Japannah Kellogg
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Bryan Woodson
2009-2010 President, Black Student Alliance
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