

# Jacqueline J. Weber

Achiever \* Strategic \* Responsibility \* Command \* Belief

## Education

Master of Education, Iowa State University: Higher Education/Student Affairs May 2002  
Bachelor of Arts, Cum Laude, Coe College: English, emphasis in Secondary Education May 2000

## Professional Work Experience:

*Saint Louis University: St. Louis, Missouri*

Director, Student Involvement

October 2017-Present

Associate Director in October 2017; Interim Director in October 2018; promoted to Director May 2019

Primary Duties: Director

- Responsible for daily operations and overall supervision of the Student Involvement Center, a team of eight+ professional and graduate student staff who provide support for SLU's fraternity and sorority (FSL) communities, advising and fiscal management for over 200+ student organizations, and co-curricular graduate student engagement.
- Provide annual review and revision of university policy related to student organization operations, event registration, fiscal management and campus posting policies per the Saint Louis University Student Handbook.
- Responsible for risk management policies for student organizations, including but not limited to events with alcohol, organization travel and Clery Act compliance, and affirming insurance requirements for FSL organizations.
- Serve as an advisor to SLU's Student Government Association (SGA), a role determined solely at the discretion of SGA's elected leadership. Provides support the SGA body and representatives through weekly advising meetings, annual review of governing documents, oversight of campus elections, and the allocation of \$1.2 million annually in student activity fees.
- Serve as co-advisor to the Graduate Student Association (GSA), including support of general operations, graduate student engagement opportunities, and the management of \$150,000+ annually.
- Primary contract reviewer and administrator for over 50 student engagement events annually.
- Serve as chairperson for the University's Fall Welcome committee, a body responsible for the intentional development and implementation of a successful transition program for 1600-2000 new Billikens each fall term.

Additional University Responsibilities: Division of Student Development

- Member of Dean on Call crisis response team within the Division of Student Development; a team of senior leaders responsible for coordinating cross-University response to major campus incidents.
- Assist Office of Student Rights and Community Standards as a hearing officer and member of the University Appeals Board for cases involving suspension and/or expulsion, as needed.
- Serve as primary instructor for University's primary transition and orientation course for new first-year students (formerly called University 101, now listed as a required course in our core curriculum, Cura Personalis 1).
- Coordinator division partnership with School of Education to recruit and hire graduate assistant staff.
- Member of Staff Engagement Committee, a team of division professionals who plan and implement intentional engagement opportunities for 200+ staff within Student Development.

Previous Responsibilities:

- Co-led division's Emergency Response Plan working group, a team responsible for the review of and recommendations for Student Development's role in the University's Emergency Response Plan.
- Led University-wide Marketing & Communications working group, convened during the COVID-19 pandemic, to support and recommend student-friendly marketing for new COVID guidelines.
- Primary author and reviewer of in-person event requests during COVID-19 pandemic, responsible for vetting submissions and referring to University committee for consideration and approval.

- Member of division's working group to strategize improved visibility and patronage of small, minority and women-owned businesses in the St. Louis area.
- Member of University's Culture of Respect team (through NASPA), assisting with the review and recommendation of improved education, policies, and procedures in relation to Title IX
- Committee chair for the University's Culture of Respect team (through NASPA) with a focus on SLUs Multi-Tiered Education and Support efforts.
- Advisor for the Great Issues Committee, a select student group responsible for over \$225,000 in provocative and educational programs for the SLU community.
- Served as a liaison to the University's Billiken Parent and Family Association (BPFA), a board of parent and family volunteers who provide social opportunities for their peers and participate in philanthropic programs to benefit student needs (2018-2022).
- Chair of University-wide task force to create and implement procedures for a new Speech, Expression and Civil Discourse Policy (2018)
- Former co-supervisor of Oriflamme, a team of 180+ student leaders who assist with all elements of a new student's fall orientation and transition to SLU (Fall 2017-Winter 2020)

### ***Westminster College: Fulton, Missouri***

#### Associate Dean of Student Life/Director of Campus Life

June 2008-October 2017

Originally appointed as the Director of Residential & Greek Life June 2008; received promotions to include Interim Assistant Dean, Assistant Dean, and Associate Dean; also, served as temporary Acting Dean fall 2011.

#### Director of Student Activities

July 2006-June 2008

Primary Duties: Associate Dean/Director of Campus Life (Residential & Greek Life, Student Involvement)

#### Residential Life:

- Coordinated the recruitment, hiring, and training of 24 paraprofessional staff as Resident Advisors (RAs), and served as member of their supervisory team. Designed new staff hiring process, consisting of a three-week leadership development seminar, and concluding with personal team interviews.
  - Modified departmental staffing model to incorporate new Senior RA position to assist with responsibilities and workload in Residential Life, as well as a distinguished leadership opportunity for seasoned RAs.
- Facilitated new student housing assignments, returning student room selection, break housing, and administrative details of housing operations.
- Managed conflict mediation and resolution for all campus residents and communicated with concerned parents.
- Projected campus occupancy and income from residential facilities, totaling six million in revenue.
- Coordinated with both Plant Operations/General Services and Campus Security to ensure a clean, safe, and healthy campus environment for students.
- Served as member of the design team for five new student housing facilities, August of 2010 and 2011.

#### Greek Life:

- Second line contact for all Greek Life issues, behind support of Assistant Director
- Served as Greek Advisor for five (5) North American Interfraternity Conference chapters, three (3) National Panhellenic Council chapters, and co-advisor of their governing councils.
- Advised both men's and women's formal recruitment processes.
- Co-created, revised, and implemented new campus recognition program for all Greek organizations, "Standards for Greek Excellence."
- Led Greek community in six-month review process to revise campus Risk Management policy
- Organized and led strategic planning committee for Greek Life during the 2010-11 academic year. Coordinated an external fraternity/sorority review through \*Npower, a nationally recognized consulting firm, to assist with the strategic planning efforts.
- Advised National Panhellenic Council through the extension process in spring 2009, ending with successful colonization of a third women's fraternity, Alpha Gamma Delta, in April of 2009.

**Student Involvement:**

- Advisor of Campus Activities Board (CAB) responsible for over 40 events and a \$100,000+ budget annually.
- Duties included an emphasis on New Student Experience programs, including but not limited to coordination of Summer Orientation, Advising and Registration (SOAR) for all new students, all New Student Week Activities, and the creation of a new “First 51 Days” programming model for fall 2017.
- Facilitated development of comprehensive campus calendar with all other campus departments, clubs, and organizations.
- Assisted with the development of a new, online club and organization management program via institutional portal, “MYWC.”
- Primary contract negotiator and entertainment agent for campus.

**Noted accomplishments in Student Involvement (2006-2008):**

- Created Westminster’s first Campus Activities Board (CAB) in 2007.
- Introduced Westminster to the National Association for Campus Activities (NACA), becoming a first-time member in fall 2006.
- Advised Westminster College’s Student Government Association (SGA), a body of 30+ student leaders and five (5) executive board members.
- Assisted SGA with a constitutional revision which strengthened membership and modified constituency representation.
- Assisted SGA with management and allocation of \$250,000+ in Student Activity Fee monies.
- Worked with SGA Treasurer and Assistant Treasurer to create a uniform allocation request process and developed a new allocation process for money available specifically for faculty and staff requests.

**Assistant Dean responsibilities and duties:**

- Acted as hearing officer on behalf of the college in judicial cases involving policy violations and student conduct situations.
- Served as investigator for Title IX and sexual assault cases, as referred by Dean of Student Life.
- Participated in continual training for new Title IX regulations, Violence Against Women Act (VAWA), and various webinars.
- Implemented all major campus policies, procedures, and practices in areas of Campus Life.
- Assisted with the creation and revision of major campus policies, including campus task forces for new alcohol, hazing and sexual misconduct policies.
- Designed first ever professional staff on-call, crisis response and emergency duty procedure.
- Developed strategic plans for department based upon current campus issues, including over-occupancy contingency plans, and improving professional and student staffing model.

**Additional Committees Served, Other Campus Involvement**

- *Admissions Committee*: student life representative to college committee organized to make admittance decisions for prospective students not meeting automatic core admission criteria, and to assist with major college visit and scholarship interview programs (August 2008-October 2017).
- *Student Response Team (SRT)*: team which meets weekly to discuss students at risk within the college. Students could be having academic issues or be on academic probation, discipline, and behavioral problems, or in need of social or emotional support (August 2008 to October 2017).
  - Experienced with the use of MapWorks (Educational Benchmarking), student success software which provides retention alerts for students at risk or struggling at the institution.
  - Experienced in Retention Management System (RMS), a Jenzabar product designed to track retention and interventions for students.
  - Also serve on Behavior Intervention Team (BIT) with the Dean of Student Life and Executive Director of the Wellness Center, upon referral from SRT
- *Higher Learning Commission Assurance Team*: member of HLC review subcommittee, responsible for drafting College’s assurance argument for one of five accreditation criteria; participant in HLC campus visit meetings (March 2013-January 2015).
  - Continued involvement with Westminster’s HLC team to provide a comprehensive interim review report (October 2015-February 2016); in addition to serving as a team leader for Westminster’s Focused Visit with HLC (August 2016-October 2017).

- *Safety Committee*: committee which reviews campus safety policies and practices, including the College's Emergency Plan; facilitates tabletop drills for administration; plans campus events focused on teaching safety and security to campus constituents (July 2010-October 2017).
- *Presidential Search Committee*: invited member of search committee charged with recruiting and selecting Westminster's 21<sup>st</sup> College President (August 2014-May 2015).
- *Enterprise Risk Management Council*: appointed member of cross campus committee responsible for identifying areas of risk for the institution and making recommendation for risk mitigation to cabinet leadership (August 2014-October 2017).
- *Budget Advisory Committee*: appointed member of advisory committee, created to assist the Business Office with developing and implementing a new zero-based budgeting process, and make budget recommendations to the cabinet for approval (August 2014-May 2015).
- *Social and Academic Council*: students, faculty and staff who meet to discuss retention trends and issues at the college. Topics have included the retention and success of off-campus students, transfer student orientation, campus activity programs to encourage involvement, dual enrollment programs for local high schools, and procedures for late summer admits (August 2008 – August 2009).
- *Search Process Coordinator*: served as chairperson of numerous search committees within Student Life, including one in Alumni Affairs (May 2008-July 2014).
- *Member of the Intolerance Review Board* (Summer 2007-May 2008)
- *Co-creator of "My Voice" incident reporting program* (Summer 2007)
- *Assistant Varsity Softball Coach* (Spring 2007)

### **Classroom Experience**

- Instructor for "The Leader Within," a 1.0 credit hour course offered to all new students at Westminster, Fall semester 2012-2016.
  - Current coordinator of "The Leader Within" course for entire campus, responsible for revising curriculum, as well as recruiting instructors and providing comprehensive instructor training.
- Co-instructor for "Gender & Leadership," a 3.0 credit hour course offered in both Leadership Studies and Women's and Gender Studies, Spring 2010
- Instructor, "Residential Hall Leadership for Resident Advisors," a 1.0 credit-hour course offered through Leadership Studies, Fall 2008 – Present
- Co-instructor for Freshman Seminar Course "Campus Leadership & Beyond," a 3.0 credit hour course, Fall 2008
- Co-instructor for "Women & Leadership," a 3.0 credit hour course offered in both Leadership Studies and Women's and Gender Studies, Spring 2008

### ***Coe College: Cedar Rapids, Iowa***

#### **Assistant Dean of Campus Life**

Aug. 2002 – June 2006

#### **Residence Director**

- Dual appointment in both Residence Life and Student Activities for entire four (4) year tenure.
- Assisted Dean of Campus Life, as necessary, to ensure smooth operations of Union activities and campus programs.
- Responsible for on-call duty and crisis response, providing immediate intervention in campus emergencies or judicial/disciplinary mediation.
- Supervised two (2) professional staff members in the areas of Community Service/Outreach Programs and Intramurals, in addition to para-professional staff in Union area.
- Advised Student Activities Committee (SAC), responsible for over \$100,000 of student entertainment and events for the greater college community.
- Developed, planned, coordinated, and implemented weekly "Late Night Friday" Alcohol-Free programming.
- Advised and supported Panhellenic Council and Interfraternity Council, assisting Greek letter organizations with formal recruitment.
- Worked with Greek letter organizations in residence to manage their living community, collaborate with hall staff, enforce member accountability, and engage in overall hall environment.

- Recruited, mentored, supervised, trained, and evaluated nine (9) paraprofessional staff for positions of Resident Assistant (RA) and Assistant Residence Director (ARD).
- Transformed behavior within a historically challenging residence hall by promoting community standards, academic excellence, and an overall positive living environment.

### **Professional Involvement & Trainings**

#### **National Association of Campus Activities (NACA)**

- Regional attendee of numerous Northern Plains and Mid-America Conferences; and NACA Live (formerly the National Convention)
- Co-lead facilitator of the 2024 Programming Board Institute (PBI), Louisville
- Reappointed Spring 2023 as National Assistant Block Booking Coordinator, a national team responsible for the business processes for the full association and all events.
  - Originally selected Spring 2021
- Selected as a Subject Matter Expert in Student Engagement; invited to author questions for a collaborative certification exam led by NASPA, and including various professional functional area associations, Spring 2022
- Member of Curriculum Development Team for Association's educational workshop and series events, Winter 2021
- 2019 and 2020 Block Booking Coordinator for the Mid-America region
- July 2009 – July 2010: Inaugural Member, National Volunteer Development Team (NVDT)
- 2009 National Convention Presenter (Nashville, TN)
- 2008-2009 Graduate Intern Mentor
- June 2005-June 2006: Regional Leadership Team (RLT) member, Co-op Buyer
  - Coordinated Regional Co-operative Buying for Northern Plains, worked with Associate Member Representatives (agencies) and School Members to negotiate entertainment bookings for over 90 colleges and universities.

#### **NODA: Orientation, Transition and Retention (formerly National Orientation Directors Association)**

- March 2019: Regional IV attendee, general member
- March 2018: Region IV/V attendee, general member
- March 2017: Regional IV/V attendee, general member
- February 2015: Region IV attendee, general member

#### **Student Affairs Administrators in Higher Education (NASPA), general member since February 2001**

- November 2016: Attendee of NASPA 4E4W Regional Conference in St. Louis, MO
- Participant, "Best Practices in Investigating Title IX Complaints" pre-conference workshop
  - presented by Husch-Blackwell.

#### **Green Dot, etc. Certified Instructor, an educational program to reduce interpersonal violence**

- Completed 32-hour Green Dot institute in Columbia, MO in May 2016
- Member of Westminster's implementation team, May 2016-Oct 2017

#### **Jeanne Clery Act Training, sponsored by the Clery Center for Security on Campus**

- Participant in two-day training on Clery Act reporting for college campuses in July 2015

#### **National Collegiate Athletic Association "Step Up!" Program Training**

- May 2014 attendee of national, award winning bystander intervention training workshop

#### **Missouri College Personnel Association (MoCPA), 2006-2014**

- 2013-2014 Elected, Member at Large
- 2010-2013 Elected, President, including one year as President-Elect, one as Past President
- 2009 Annual Conference Planning Committee: Keynote Speakers Chair
- 2008 Annual Conference Planning Committee: Logistics Chair
- 2008-2010: Elected, Board Secretary
- November 2007-May 2008: Appointed as Secretary

#### **College Student Educators International (ACPA), general member**

- Attendee of the 2011 Summer Leadership Meeting (SLM) for state/division leaders, committee/commission chairs, ACPA office staff, and special guests

**Attendee of the 2010 Interfraternity Institute (IFI) in Bloomington, IN**

- Received scholarship for cost of attendance from Order of Omega

**Attendee of the 2008 Donna M. Bourassa Mid-Level Management Institute in Louisville, KY**

- Received NACA Professional Scholarship to attend Institute, covering full registration.

**Association of Fraternity/Sorority Advisors (AFA), general member****Iowa Student Personnel Association (ISPA)**

- July 2005-July 2006: Elected, Conference Coordinator
  - Responsible for state-wide Student Affairs conference, held in Cedar Rapids: "Keeping Pace with Students: Focus on Practice" October 10-12, 2005
- July 2004-July 2005: Elected, Conference Coordinator-Elect
- Conference Committee Member, 2001-2003

**Awards and Recognition**

Staff mentor, Spirit of the Billiken recipient	March 2024
Identified as campus mentor of one of the top 18 graduating students at Saint Louis University, recognized for their contribution to campus (selected by two students in 2024 class)	
Outstanding Advisor, Campus Leadership Awards (Westminster College)	April 2016
Outstanding Advisor, nominee	April 2015, 2017
Alpha Chi Honor Society; recognized as a mentor of a new member	May 2010, 2013
Honorary Inductee: National Residence Hall Honorary (NRHH)	April 2006
Recipient of Campus Contribution Award: Outstanding Staff Mentor (Coe College)	April 2004 & 2006
Phi Kappa Phi: Iowa State University	Inducted March 2002
Clark Merit Scholar: Coe College	Aug. 1999 – May 2000
Received one of ten full tuition awards based upon character, leadership and academic success	