



Jill Moffitt

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PROFESSIONAL EXPERIENCE



Personnel Management & Supervision

Directly hire, train, supervise, and evaluate 20 divisional leaders and support the growth and advancement of all 85 divisional staff members.

Develop, implement, and analyze competency assessments for 325 student employees.

Develop, implement and analyze NASPA based competency assessments for all professionals who are actively engaged as candidates seeking employment in the Division of Student Affairs.

Develop, implement, and evaluate a campus wide student development training program that ensures student employees are being trained consistently, accurately, and effectively across campus units.

Responsible for student learning outcomes regarding multicultural competence, job skill development, and leadership development.

Budget & Resource Management

Plan and manage a 1.8-million-dollar budget.

Allocate financial and human resources effectively, fairly, and consistently across areas of responsibility.

Support the planning, implementation, and evaluation of divisional needs on a



University Leadership

Serve the University through work on the following committees: Master Planning, Campus Experience Committee, First Year Experience, Enrollment Management, University Planning Council, and Council for the Advancement of Professional Staff, and the QEP Committee for SACS accreditation.

Represent the Division at collaborative initiatives and committees that advance the mission and vision of Student Affairs, such as the Diversity Action Council, Emerging Technology Committee, Master Planning, and Community and Civic Engagement.

Develop and implement ongoing plans on behalf of the Division to reach enrollment and retention goals for current students and prospective students.

Be a University Ambassador for the value of a liberal arts education through ongoing representation with orientation participants, new student socials, campus visitors, parents, Board of Trustees, the UNC System Board of Governors, alumni, advancement pursuits and the UNC System Office.

Work collaboratively and comprehensively with the an integrated team of Health and Counseling, student conduct, Athletics, Disability Services, Housing, Facilities Operations, Emergency Management, Academic Advising, and Campus Police to ensure the safety and wellbeing of the campus community by responding to students in academic, physical and/or mental health crisis.

Serve on the University's Behavior Intervention and Threat Assessment Team in tandem with Campus Police, Health and Counseling, and a case manager to discuss and implement appropriate interventions for reported student behaviors.

Respond appropriately and effectively to all bias incidents on campus as a leader on the Bias Incident Response Team.

Maintain knowledge and best practice in student affairs based on current trends and legal case studies in higher education.

Assist with the development, implementation, and ongoing evaluation of conduct related policies and procedures to ensure the rights of complainants



student awareness, knowledge, sense of belonging, social connections, civic engagement, leadership skills, and cultural competence.

Managed a 74,000 square foot student union which includes a game room, a food court, a bookstore, an art gallery, a campus radio station, a bike shop, an environmental center, a copy center, the student mail room, a commuter lounge, large dance/conference space, offices, student organizations work space and gathering suite, meeting rooms, performance space, and a “bring-your-own-beverage stand” for student events and faculty lecture series.

Managed all operations associated with the Student Union including scheduling, access, policy development, procedures, staffing, student and professional development, and participant satisfaction.

Managed a half-a-



2009: Sherrill Center Health and Wellness Center and Kimmel Arena; Provided Oversight and Guidance on this \$22 million dollar state allocated project.

PROFESSIONAL AFFILIATIONS AND SERVICE

Association of Title IX Administrators
Association for Student Conduct Administration
American Association of University Women
Association of American Colleges and Universities
College Student Educators International (ACPA)
Student Affairs Administrators in Higher Education
National Intramural and Recreational Sports Association

POST GRADUATE CERTIFICATIONS

Title IX Investigator Training Level, 4 ATIXA	2018
Title IX Investigator Training Level, 3 ATIXA	2017
Title IX Investigator Training Level 2, ATIXA	2016
Title IX Coordinator Level 4 Training, ATIXA	2015
Title IX Investigator Training, ATIXA	2014
Manicur Symposium, NASPA	2014
Title IX Coordinator Certification	2013
Clery training, Margolis and Healy	2013
Women's Leadership Institute, ACUI	2012

EDUCATION

Doctor of Education Educational Leadership and Policy Studies, Dissertation:	University of Vermont February 2009
Master of Science Physical Education,	Ball State University