

MONIQUE L. JERNIGAN

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812-219-4144

Resume

EDUCATION

Master of Science: Student Affairs Higher Education 05/2012
Indiana State University, Terre Haute, IN

Bachelor of General Studies: Arts & Humanities 08/2010
Minors: Education, Sociology
Indiana University, Bloomington, IN

STUDENT ENGAGEMENT & PROGRAMMATIC SOCIAL JUSTICE EXPERIENCE

Assistant Director, 06/2012 – Present

Office of Diversity, Equity & Inclusion, Kenyon College, Gambier, OH

- Develop and implement residential programs for students relating to cultural differences
- Assist with the planning/coordination of call cultural celebrations (MLK, Day of Dialogue, etc)
- Assist Office of Orientation in the execution of multicultural and first generation orientation programs
- Provide sound fiscal management and reporting of six-figure programmatic budgets
- Maintain academic programs to assist first generation/underrepresented students with their transition to college
- Advise students placed on conditional enrollment and implement better academic success strategies
- Serve an active role on the Discrimination Advisory Council and assist with the Discrimination Advisors
- Represent the college and present at any workshops that requested a diversity/inclusion presentation
- Actively served on open committees, including the Presidential Inaugural Celebration and search committees
- Steering a new initiative to affirm, raise awareness and support for the LGBTQI community/allies
- Proficient in using Microsoft Office Suite, including mastery in Publisher, Excel, and Word.

Graduate Assistant & Project Manager, 08/2011 – 05/2012

Office of Diversity, Indiana State University, Terre Haute, IN

- Plan, coordinate, implement, and execute diversity workshops and modules
- Collaborated with SGA diversity week, student mini-grants, visiting scholars of color, recruiting diverse faculty, strategic planning and diversity planning
- Editor, monthly-issued Office of Diversity newsletter sent to faculty/students
- Served as consultant on Colleges of Technology & Nursing diversity planning committees

Graduate Assistant for Affirmative Action, 08/2011 – 05/2012

Office of Affirmative Action, Indiana State University, Terre Haute, IN

- Promoted networking and cross cultural understanding across students, faculty and staff
- Organized diversity/equity related events for staff, aligned with the Diversifying Faculty Initiative
- Developed presentations, handouts, spreadsheets, and outlines for faculty/executive staff search workshops
- Assisted the Director in leading new hire presentations relating to EEO information and expectations

Coordinator & Facilitator, 05/2011 – 05/2012

Sycamore Safe Zone, Office of Diversity, Indiana State University, Terre Haute, IN

- Co-Managed the Safe Zone Program under the direction of the Chief Diversity Officer
- Created and maintained a database of 25+ facilitators and 115+ active student participants
- Constructed and executed 15 successful training workshops for facilitators and participants
- Educated 100+ members (student, staff, faculty and campus community) on LGBTQ issues

Advisor, Graduate Assistant, 08/2010 – 05/2011

Student Activities & Organizations, Indiana State University, Terre Haute, IN

- Registered over 147+ student organizations, including 18+ new student organizations
- Advised 15 student leaders, as members of the Sycamore Leadership Coalition
- Trained 80+ student leaders on new OrgSync program, a system ISU converted to

STUDENT SUCCESS & RETENTION EXPERIENCE

Director of the KEEP Scholars & REACH Peer Mentoring Programs,

06/2012 – Present

Office of Diversity, Equity & Inclusion, Kenyon College, Gambier, OH

- Supervised the two Student Coordinators and 9 KEEP Student Staff Members
- Created visible social media outlets for each program to support unity and further engagement
- Manage and organize the co-curricular aspects of KEEP Scholars Six-Week Summer Experience
- Collaborate with the Director of Multicultural Admissions in efforts that aid in recruitment/evaluation
- Represented the ODEI on new marketing strategies for Admissions and Public Affairs goals
- Create/maintain a campus diversity newsletter and other publications relating to KEEP and REACH
- Organized academic programming experiences for first year mentees and upperclassmen mentors

Graduate Retention Counselor,

08/2011 – 05/2012

ISUcced Program, African American Cultural Center, Indiana State University, Terre Haute, IN

- Collect & analyze data related to academic performance of 76 program participants
- Counseled 5 first-year students and met regularly to discuss individual success strategies
- Supervised 10 student staff workers
- Facilitated program evaluation of the African American Cultural Center Retention Program

JUDICIAL, RESIDENTIAL, & RELATED EXPERIENCE

On-Call Director on Duty,

05/2012 – Present

Office of Diversity, Equity & Inclusion, Kenyon College, Gambier, OH

- Served as the liaison for the college in times of crisis and/or emergencies
- Acted as point person for over 46+ Residential Life Student Staff members when on call
- Responded to various crisis events, including alcohol consumption, suicide, family distress, etc.

Administrative Judicial Hearing Officer,

05/2012 – 08/2014

Office of Diversity, Equity & Inclusion, Kenyon College, Gambier, OH

- Used Advocate/Symplicity to perform functions relating to Student Rights & Responsibilities
- Meet with students suspected of violating college policies as a Judicial Hearing Officer
- Report and document all Title IX and Cleary violations, including sexual misconduct to the Director

Clerical Work-Study,

09/2006 – 08/2010

Office of the Registrar, Indiana University, Bloomington, IN

- Worked with confidential files/documents, updated records, and other related duties

GRADUATE PRACTICA EXPERIENCE

Practicum Student: Data Analyst,

Indiana State University, Terre Haute, IN – African American Cultural Center

08/2011 – 12/2011

Practicum Student: Life Skills Advocate,

Indiana State University, Terre Haute, IN – Upward Bound

05/2011 – 07/2011

Practicum Student: Safe Zone Workshop Coordinator,

Indiana State University, Terre Haute, IN – Office of Diversity

01/2011 – 05/2011

SERVICE & COMMITTEE EXPERIENCE

Kenyon College, Gambier, OH – Presidential Inauguration Celebration Planning Committee

07/2013 – 10/2013

Kenyon College, Gambier, OH – Career Development Office Asst. Director Search Committee

07/2013 – 10/2013

Kenyon College, Gambier, OH – Martin Luther King, Jr. Day of Dialogue Planning Committee

08/2012 – Present

Kenyon College, Gambier, OH – Diversity Advisory Council, Committee to the BOT

08/2012 – Present

Kenyon College, Gambier, OH – Sisterhood Student Organization- Advisor

08/2012 – Present

Kenyon College, Gambier, OH – Black Student Union- Advisor

08/2012 – Present

Kenyon College, Gambier, OH – Student of Color Leadership Conference Planning Committee

07/2012 – 10/2012

Indiana State University, Terre Haute, IN – African American Student Leadership Conference

01/2012 – 04/2012

Indiana State University, Terre Haute, IN – Scholar Collaboration & Prospective Faculty Day

12/2012 – 02/2012

MEMBERSHIPS

Sigma Iota Zeta Alumni Chapter, Reynoldsburg, IN – Zeta Phi Beta Sorority, Inc., Member

10/2012 – 10/2013

National Association for Student Personnel Administrators – Professional/Graduate Member

01/2011 – Present

Indiana University, Bloomington, IN – Zeta Phi Beta Sorority, Inc., 1st Vice President/Member

11/2007 – Present