



RESOLUTION TO APPROVE THE APPOINTMENT OF THE VICE PRESIDENT, STUDENT AFFAIRS AND DEAN OF STUDENTS/OMBUDSPERSON

WHEREAS, the Vice President, Student Affairs and Dean of Students/Ombudsperson has been created as an executive officer to serve as the chief student personnel officer for the university to provide leadership for the division of student affairs and its major work units, and to work directly with the President, executive leadership team, and community business leaders to provide policy and strategic leadership to enhance the mission of the university for the benefit of the students; and

WHEREAS, Joy Polkabila Byers was appointed on July 1, 2025, as the Interim Vice President, Student Affairs and Dean of Students/Ombudsperson. The Division of Student Affairs provides leadership and guidance designed to support students' academic and personal success and to achieve university goals and objectives; and

WHEREAS, Joy Polkabila Byers was appointed as the Associate Vice President, Student Experience on February 1, 2021, the Executive Director of Campus Recreation and Student Wellbeing on July 16, 2019, the Director of Campus Recreation on September 1, 2011, and the Assistant Director of Programs and Special Events on April 1, 2005; and

WHEREAS, the Vice President, Student Affairs and Dean of Students/Ombudsperson oversees operations and provides leadership with assigned areas including but not limited to Student Experience, Dean of Students and Counseling Services; and

WHEREAS, University Policy 3356-7-56, Selection, appointment, and evaluation of executive officers, administrative officers, and professional administrative staff, requires board approval prior to the employment start date; and

WHEREAS, there is an immediate need to fill the Vice President, Student Affairs and Dean of Students/Ombudsperson and Joy Polkabila Byers has uniquely specialized skills, knowledge, and experience in the division of student affairs including over 20 years of experience in various leadership roles at Youngstown State University in the Division of Student Affairs; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the appointment of Joy Polkabila Byers as the Vice President, Student Affairs and Dean of Students/Ombudsperson, effective July 1, 2026, at a salary of \$170,000 plus any Fiscal Year 2027 board approved increase for Professional/Administrative Excluded Staff.

Board of Trustees Meeting

June 18, 2026

YR2026-130



Name: Joy Polkabila Byers
Effective Date: 7/1/2026
Salary Range/Pay Rate: G13 Excl.
POSN: 999080
FTE: 1.0
Reviewed By: JLA/MM
FLSA Review: Exempt
Hiring Range: \$170,000 - \$174,250

Title: Vice President, Student Affairs and Dean of Students/Ombudsperson

Department: Student Affairs

Summary of Position: Provides leadership and guidance designed to support students' academic and personal success and to achieve university goals and objectives. Acts as the university's student ombudsperson. As an executive officer of the university, maintains overall leadership for a particular division or unit. As university officials, each executive officer has the responsibility to represent the university and provide leadership in the specified areas of responsibility. Executive officers serve as primary advisors and the members of the president's cabinet. Serves as an integral part of the university's leadership team that is responsible for the overall direction of the institution. Serves as the primary leader for the assigned area or department. Vice presidents are responsible for a major administrative division; develops and articulates a clear vision for the assigned area, aligning with the university's overall strategic goals.

Oversees operations and provides leadership in an assigned area or department, including supervision of staff and implementation and administration of all programs and/or services. Assigned areas include but are not limited to: Student Experience, Dean of Students, and Counseling Services. Provides administrative direction and develops guidelines and processes in accordance with policies and procedures for lower-level employees, setting the overall direction and strategy of the organization. Creates, develops, and interprets regulations, policies, etc. for the guidance of other employees or the public. May serve as designee of supervisor (president, etc.) as needed and as assigned.

Position Information

Essential Functions and Responsibilities: Provides support and resources for individuals and groups to address conflict, issues, or concerns with the goal of effective problem resolution. Collaborates with other campus units and outside entities as needed; provides educational and outreach programs designed to foster a culture of respect, collaboration, and problem resolution.

Leads the coordination of the university's responses to major crises and other unusual events impacting students.

Ensures that behavioral concerns that may negatively affect the campus learning environment or potentially harm the health, welfare, and safety of members of the YSU community or the individual(s) exhibiting such behaviors, are appropriately addressed. Develops and implements programs to assist students who are struggling in any number of areas including emotional, intellectual, physical, social, spiritual, etc.; reaches out to students and provides them with available resources and assistance. Guides students and supports them in resolving a variety of different issues and conflicts which may be impacting their ability to succeed as a YSU student.

POSITION DESCRIPTION

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Drives collaboration across the organization; identifies needs and develops scalable solutions by working with various teams.

Prioritizes objectives and implements strategies; contributes to achieving university initiatives as part of the leadership team.

Deploys data and research; uses data-driven insights to drive cross-functional prioritization. Forms and leads internal teams.

Functions as a member of the executive leadership team: sets the overall direction and strategy of the university, makes major strategic decisions, evaluates the success of the university in reaching its goals.

Oversees the complete operation of an assigned unit, or set of units, in accordance with the direction established in the strategic plan. Evaluates the work of other administrators within the scope of the assigned unit, or set of units.

Builds and maintains relationships with partners, stakeholders, and the community.

Maintains awareness of both the external and internal competitive landscape, opportunities for growth, industry developments, and standards.

Provides strategic direction and oversight for all programs and initiatives. Ensures programs align with the organization's strategic goals and objectives. Evaluates program effectiveness and enacts changes for improvement.

Develops and implements the assigned area's long-term strategic goals and objectives. Leads the unit in achieving its mission and vision through strategic planning and execution. Oversees the development and implementation of organizational policies and procedures. Leads initiatives to improve organizational efficiency and effectiveness.

Identifies and pursues opportunities for organizational growth and expansion. Leads efforts to innovate and improve services and programs. Monitors industry trends and adapt strategies accordingly.

Leads multiple work units/departments or performs a functional university-wide service.

Directs daily tasks related to the full scope of a department's/division's overall programs and/or services.

Utilizes reports and other information/documentation in strategic, and regular, planning of the assigned area; prepares reports, recommendations, and other information/documentation to assist in strategic planning of the assigned area as well as university wide.

Reviews recommendations by lower-level staff regarding the assigned area's policies and procedures as it relates to completion of work and/or provision of services; prepares recommendations to supervisor regarding the assigned area's policies and procedures as it relates to completion of work and/or provision of services.

Develops and implements new departmental policies that align with university-wide strategic goals.

POSITION DESCRIPTION

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Leads initiatives that span multiple departments, serves as a primary decision-maker for cross-functional projects that impact areas beyond the position's direct oversight.

Provides oversight and strategic direction for multiple programs, initiatives, or objectives, including supervision of managers. Establishes priorities and goals for assigned areas; develops staffing plans; approves work plans developed by lower-level managers; develops and implements unit-wide policies and procedures.

Develops, implements, and evaluates policies and procedures for assigned areas. Interprets and adapts broader organizational policies to meet the specific needs of the department.

Participates directly in the strategic planning process for the department. Develops long-range plans, goals, and objectives for assigned areas aligned with broader organizational strategy.

Directs the overall planning, implementation, and evaluation of multiple program areas or a major department/division function with significant operational complexity and resource requirements.

Provides general oversight and administration of any assigned program, initiative, or objective, including supervision of staff. Assigns and reviews work; establishes timeframes for the completion of assigned tasks; trains and orients new employees; approves/disapproves requests for paid leaves; interviews candidates for employment and makes recommendations for hire; evaluates employee work performance; receives and responds to grievances; helps with the development of unit work procedures and policies.

Researches and makes recommendations to supervisor regarding assigned area's policies and procedures as it relates to completion of work and/or provision of services; administers regulations and/or policies.

Prepares reports and other information/documentation to assist the supervisor in strategic planning of the assigned area.

Manages daily tasks related to one or more assigned components of a department's/division's overall programs and/or services.

Other Functions and Responsibilities: Trains new hires.

Performs other duties as assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

Equipment Operated: Computer and all other standard office equipment.

Work Schedule: Typically, Monday through Friday. Available to work evening and weekend hours as needed.

Supervision Exercised: Supervision is exercised over staff and student employees.

Reports to: President

Qualifications and Competencies

Required Certifications, Training, and/or Licensures: None

Knowledge, Skills, and Abilities:

Knowledge of: strategic planning process; policy administration; process improvement; supervisory techniques; university policies and procedures*; office practices and procedures; department/division goals and objectives*; department/division policies and procedures*; workplace safety practices and procedures*; English grammar and spelling; records management; office management; project management.

Skill in: use of office equipment; typing, data entry; computer operation; use of computer software and other programs applicable to the assigned department/division*.

Ability to: deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; determine material and equipment needs; calculate fractions, decimals, and percentages; compile and prepare reports; use proper research methods to gather data; understand a variety of written and/or verbal communications; prepare accurate documentation; maintain records according to established procedures; effectively interact with personnel and public to answer routine questions; train or instruct others; move quickly and effectively from one task to another; work independently and in a team environment; develop and maintain effective working relationships.

(*) Developed after employment.

Minimum Qualifications: At least a bachelor's degree in a related field and at least eight years of related experience. At least five years of supervisory experience.

Preferred Qualifications: A master's degree.

Physical Requirements: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

Sedentary: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally, and all other Sedentary criteria are met.

Joy Polkabila Byers

EDUCATION

UNIVERSITY OF GEORGIA, Athens, Georgia

Master of Education in Recreation and Leisure Studies

Emphasis: *Recreation Administration*

OHIO UNIVERSITY, Athens, Ohio

Bachelor of Specialized Studies

Emphasis: *Leisure and Music Programming for Special Populations*

CAREER RELATED EXPERIENCE

Interim Vice President of Student Affairs and Dean of Students

2025-present

YOUNGSTOWN STATE UNIVERSITY, Division of Student Affairs – Youngstown, OH

- Provide executive leadership for Student Affairs, Student Experience, the Dean of Students, and Counseling Services, advancing institutional priorities related to student success, well-being, safety, and engagement aligned with the University's strategic plan.
- Serve as a primary advisor to the President and member of the Cabinet, contributing to university-wide strategy, policy development, and long-range institutional planning.
- Lead campus-wide responses to critical incidents and emergency closures, ensuring continuity of operations, student safety, and timely, transparent communication.
- Direct behavioral intervention, care, and conduct processes addressing high-risk student situations, strengthening campus safety and supporting student retention and success.
- Implement comprehensive student support and engagement initiatives resulting in a 5% increase in student organization membership and enhanced co-curricular participation.
- Lead divisional reorganization and staffing realignment, including performance management, professional development, and position reductions, improving operational efficiency and fiscal stewardship.
- Oversee implementation of a new dining contract during a major facility renovation while maintaining service continuity and student satisfaction.
- Strengthen cross-departmental collaboration to reduce programming expenses while expanding shared initiatives and institutional impact.
- Utilize assessment, data, and trend analysis to evaluate effectiveness, inform decision-making, and prioritize initiatives across a complex, multi-department division.

Associate Vice President, Student Experience

2021-present

YOUNGSTOWN STATE UNIVERSITY, Division of Student Affairs – Youngstown, OH

- Provide visionary and strategic leadership for departments and programs supporting a diverse and engaged student population across the Division of Student Affairs.
- Oversee the Department of Student Experience and serve as a senior leader within the Division of Student Affairs.
- Manage and direct initiatives designed to enhance the student experience through a holistic, multidisciplinary approach to student well-being.

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- Directly supervise and oversee Campus Recreation, Auxiliary Services, Housing and Residence Life, Student Center, Student Activities (including Greek Life, SGA, and Student Media), and Veterans Affairs.
 - Lead assessment, data collection, and reporting efforts to evaluate out-of-classroom engagement and inform program and resource decisions.
 - Supervise and oversee major contracted services including dining, childcare, bookstore operations, pouring rights, the student health clinic, and off-campus housing partners.
 - Oversee administration of unit budgets, monitoring expenditures and approving operating expenses across multiple functional areas.
 - Lead major planning and capital initiatives, including the Student Center Renovation Committee through design and construction phases.
 - Develop and implement institution-wide initiatives including international student housing requirements, the Campus Hazing Prevention Program, and a fifteen-year dining services RFP.

Executive Director of Campus Recreation and Student Well-being**2019-2021****YOUNGSTOWN STATE UNIVERSITY, DIVISION OF STUDENT EXPERIENCE – YOUNGSTOWN, OH**

- Provided overall management and administration for Campus Recreation, Club Sports, Andrews Student Recreation and Wellness Center, Veteran Affairs, and Student Counseling Center while maintaining Director responsibilities within Campus Recreation.
- Provided visionary and strategic leadership for a holistic, multidisciplinary approach to student well-being.
- Coordinated RFP process, selection, and oversight of campus childcare contract.
- Participated in the YSU COVID Leadership team.
 - Coordinated campus mobile check-in process for contact tracing
 - Implemented “Return to a Safe Campus” marketing campaign
 - Established and managed CARES/GEER budget for mental health and counseling
 - Oversaw CARES funding within Student Experience to include contracts for COVID-19 support.

Director of Campus Recreation**2011–2019****YOUNGSTOWN STATE UNIVERSITY, DEPARTMENT OF CAMPUS RECREATION – YOUNGSTOWN, OH**

- Provided leadership for campus recreation, fitness, wellness, intramural sports, club sports, adventure and experiential programs, and major special events serving the campus community.
- Oversaw operations and administration of multiple recreation and wellness facilities, including the Andrews Student Recreation and Wellness Center, Beeghly Center spaces, Stambaugh Sports Complex, aquatic center, and outdoor activity fields.
- Directed comprehensive staffing operations, including hiring, supervision, evaluation, and professional development for full-time staff, support staff, instructors, graduate assistants, and a large student workforce.
- Managed all aspects of budget development and fiscal administration for programs, facilities, special events, capital reserves, and externally funded grants.
- Led development and implementation of policies and procedures governing program delivery, facility operations, risk management, and participant safety.
- Developed and executed marketing, promotion, and revenue-enhancement strategies to increase participation, utilization, and financial sustainability.
- Assessed student and community needs for out-of-classroom engagement and designed programs to meet those needs while strengthening community partnerships.

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- Oversaw division initiatives including campus mobile application expansion, onboarding of new departments and initiatives, and coordination of professional development across the Division of Student Experience.

Advisor for Student Programming Board,

2006 - 2015

YOUNGSTOWN STATE UNIVERSITY, DIVISION OF STUDENT AFFAIRS – YOUNGSTOWN, OH

- Advised and mentored 18–22 student leaders annually, providing vision, leadership development, and governance support for campus programming.
- Oversaw operating and reserve budgets totaling \$100,000, ensuring fiscal responsibility and alignment with institutional policies.
- Reviewed, negotiated, and authored contracts for external vendors, artists, and promoters in coordination with University partners.
- Coordinated logistics and risk management for large-scale campus concerts and major student events

Assistant Director of Programs and Special Events,

2005 - 2011

YOUNGSTOWN STATE UNIVERSITY, DEPARTMENT OF CAMPUS RECREATION – YOUNGSTOWN, OH

- Provided functional supervision of professional staff overseeing student programming, outdoor pursuits, aquatics, intramurals, and club sports.
- Managed and monitored programming budgets and expenditures, contributing to oversight of combined operating and reserve budgets exceeding \$1.7 million.
- Led assessment, evaluation, and reporting initiatives supporting institutional mission, learning outcomes, and long-range program and facility planning.
- Supervised extensive student and contingent workforce, including hiring, scheduling, evaluation, and professional development of student employees, interns, and graduate assistants.
- Developed and implemented comprehensive marketing, branding, and revenue-generation strategies, including establishment of the Campus Recreation brand.
- Oversaw major departmental initiatives including Welcome Week, special events programming, academic internships, equipment procurement, and policy development.
- Coordinated the planning and grand opening of a \$12 million recreation facility.

Fitness Coordinator,

2002 – 2005

KENT STATE UNIVERSITY, DEPARTMENT OF RECREATIONAL SERVICES – KENT, OH

- Coordinated the direction, management, and delivery of a comprehensive fitness program which included: group instruction, fitness consulting, fitness assessments, exercise prescription, personal training, fitness education and certification seminars
- Recruited, supervised, trained, scheduled, and evaluated over 40 student employees and 20 occasional service staff
- Created, promoted and implemented revenue-generating customized fitness programs
- Instructed training seminars and certification preparation classes
- Established fee structures; developed and implemented policies and procedures
- Managed fitness budget over \$100,000 and generated over \$50,000 in revenue
- Oversaw fitness equipment, including purchasing, inventory, repair, layout, and replacement
- Created fitness internships
- Created, implemented, and analyzed equipment and programming needs assessments
- Developed and implemented Wellness IQ study

Strength and Conditioning Fitness and Wellness Graduate Assistant,**2001- 2002**UNIVERSITY OF GEORGIA, DEPARTMENT OF RECREATIONAL SPORTS – ATHENS, GA

- Recruited, trained, supervised, evaluated, and coordinated semester schedule for over 60 student employees and 20 occasional service staff in a 10,000 sq. ft. weight room
- Developed and implemented staff development series and incentive program
- Developed and coordinated a patron survey on music preference while working out

Aerobics and Instructional Fitness and Wellness Graduate Assistant,**2000 -2001**UNIVERSITY OF GEORGIA, DEPARTMENT OF RECREATIONAL SPORTS – ATHENS, GA

- Recruited, trained, supervised, evaluated and coordinated semester schedule for aerobic and wellness instructors
- Planned and coordinated special events - Sneak Preview (2000 & 2001) and Regional Fitness Expo

UNIVERSITY ENGAGEMENT

- Student Success Collaborative; Youngstown, Ohio; 2025 – Present
- Community Housing Committee; Youngstown, Ohio 2025 - Present
- University Emergency Response Team; Planning; Youngstown, Ohio; 2024- 2025
- IT Steering Committee; Youngstown, Ohio; 2021-Present
- Student Center Planning Committee Co-Chair; Youngstown, Ohio; 2021-Present
- CARE Team Committee; 2020-Present
- COVID Leadership Team; Youngstown, Ohio; 2020-2021
- Childcare Advisory Committee Chair; Youngstown; Ohio 2019 - Present
- Provost Search Committee; Youngstown, Ohio; 2019
- Enterprise Application Advisory Committee; Youngstown, Ohio; 2017-Present
- Health Care Advisory Committee; Youngstown, Ohio; 2017 - 2021
- Higher Learning Commission review team; Youngstown, Ohio; 2017-2018
- Enrollment Network Member; Youngstown, Ohio; 2014-2018
- Student Affairs Professional Development Coordinator, Youngstown, Ohio; 2012-2025
- Tobacco Initiative Work Team, Youngstown, Ohio; 2012-2018
- Campus Climate Committee, Youngstown, Ohio; 2012-2014
- Intercollegiate Athletic Council, Youngstown, Ohio; 2011- Present
- Student Threat Assessment Team, Youngstown, Ohio; 2011-2014
- Drug Free Action Alliance, Youngstown, Ohio; 2011-Present
- Community Advisory Board, Counseling and Special Education, Youngstown, Ohio; 2010-2022
- Student Conduct and Title IX Hearing Board: Youngstown, Ohio; 2009-2020
- Assessment Council: Youngstown, Ohio; 2009-2019
- APAS Safety Committee: Youngstown, Ohio; 2006-2009
- Enrollment Management and Student Affairs Shared Services Committee member, Kent, Ohio; 2005
- Wellness Advisory Board Member – Kent State University; Kent, Ohio; 2002-2005

ACADEMIC INSTRUCTION

Youngstown State University, Youngstown, OH

- Instructed HPES 4805: Programming Administration 2008-2009,2010-2017
- Instructed Counseling 7026: Foundations and Functions of Student Affairs 2007-2011
- Supervised Counseling 7005: Internship- Higher Education Spring/Summer 2008

Kent State University, Kent, OH

- Co-instructed Wellness for College Life and Beyond Fall 2003
- Co-instructed Administration of Leisure Services- Kent State University Fall 2002

PROFESSIONAL DEVELOPMENT

Association for Student Conduct Administration Member, 2025 - Present

Ohio Dean of Students; 2025 – Present

Maxient Boot Camp; 2025

Inter-University Council; Student Affairs Committee; 2021-Present

American College Union International (ACUI) Member, 2021-Present

National Association of Student Personnel Administrators (NASPA), 2020 – Present

- 2025 Institute for New VPSA
- AVP Executive Short Course: Evolving to Excellence in the AVP Role

Ohio Recreational Sports Association (ORSA) Member, 2002-Present

- ORSA Student Development Committee; 2018- 2021
- ORSA Budget & Allocations Committee; 2015- 2018
- ORSA Nominations & Elections Co-Chair; 2015 – 2018
- ORSA Honor Award Committee; 2013-2025
- ORSA Host Conference Coordinator; 2011
- ORSA Scholarship Committee; Chair, 2008–2011,
- ORSA President; 2007–2009
- ORSA Vice President; 2005-2007
- ORSA Student Development Committee Chair; 2005-2007

National Intramural-Recreation Sports Association (NIRSA) Member, 2000-Present

- NIRSA Creative Marketing Excellence Award Committee 2013- 2018
- NIRSA Governance Committee, Young Professionals, 2008-2009
- NIRSA Region III Student Lead On Host Coordinator, Youngstown, Ohio; 2008

HONORS

ATHENA Award Nominee, Youngstown, Ohio; 2022

Awarded membership into YSU's Chapter 143 of the Honor Society of Phi Kappa Phi, Youngstown, Ohio, 2022

Awarded Youngstown State University, John J. Gocala Sr. Service Award; Youngstown, Ohio; 2021

Awarded Kent State University Recreational Services Alumni of the Year, Kent, Ohio, 2017

Awarded Youngstown State University Distinguished Service Award, Youngstown, Ohio, 2015

Awarded Ohio Recreation Sports Association Honor Award, 2011

Awarded honorary member of Golden Key International Honor Society, Youngstown, Ohio, 2011

Graduate of Leadership Mahoning Valley; Class of 2011

Awarded GILLESPIE-PAINTER AWARD, Division of Student Affairs, Youngstown, Ohio; 2010

Order of Omega – Greek Honor Society; Youngstown, Ohio; 2006

PRESENTATIONS

“Campus Free Speech and Student Organizations”

Student Leadership Retreat, Youngstown, Ohio; 2024; 2025

“I Have an Interview: Now What?”

Ohio Recreation Sports Association; Akron, Ohio: 2018

“Student Affairs and IT Collaboration: There’s an APP for That”

Ohio Higher Education Computing Council Conference; Youngstown, Ohio; 2018

“Years Worked Promotion Earned: Mastering the Art of Career Advancement in Collegiate Recreation”

National Intramural Recreation Sports Association National Conference; Orlando, Florida; 2015

“Sock Puppets to Interpretive Dance”

National Intramural Recreation Sports Association National Conference; New Orleans, Louisiana; 2011

“Passion”

Golden Key International Honors Society, Keynote Speaker; Youngstown, Ohio; 2011

“Not Another Staff Training”

Ohio Recreation Sports Association; Dayton, Ohio; 2010

“Where Does Campus Rec Fit in”

Ohio Recreation Sports Association; Cincinnati, Ohio; 2009

“Operation Collaboration”

Pennsylvania Recreation Sports Association; Clarion, Pennsylvania; 2008

VOLUNTEER EXPERIENCE

- Youngstown City School District, Do the Write Thing, Essay Judge; 2025
- Jackson Milton Sports Club, North Jackson, Ohio; 2024 - Present
- Jackson Milton Livestock Club, Advisor; North Jackson, Ohio; 2023-2025
- Fire Fastpitch; Volunteer Coordinator Warren, Ohio; 2020-2021
- Jackson Milton Livestock Club; North Jackson, Ohio; 2016-Present
- Buckeye Bunny Club; Berlin Center, Ohio; 2017- 2019
- 4H Unlimited, Western Reserve School; Berlin Center, Ohio; 2013 – 2016
- Western Reserve Baseball Organization; Berlin Center, Ohio; 2012- 2024
- Western Reserve School District, PTO; Berlin Center, Ohio; 2012 – 2024
- Coalition for a Drug Free Mahoning Valley, Youngstown, Ohio; 2011-2023
- Valley Care Healthy Woman Advisory Board, Youngstown, Ohio; 2011-2013
- Leadership Mahoning Valley, Youngstown, Ohio; 2010-2011
- American Heart Association, Youngstown, Ohio; 2006-2011
- YMCA Fitness Consultant, Athens, Georgia; 2001
- Southeastern Ohio Correctional Facility, Nelsonville, Ohio; 2000

CERTIFICATIONS/TRAININGS

- American Red Cross CPR, First Aid, and AED
- QPR Suicide Prevention Gatekeeper

COMPUTER/SOFTWARE

Microsoft Office, Fusion, IM Leagues, Banner, Maxient, United Educators, Ready Education, StarRez, Blackboard, Concur Travel, On Board and Campus Groups