

ADAM GENTRY

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University of Wisconsin- Madison
Fraternity & Sorority Life
1/13/2023

To Fraternity & Sorority Life at the University of Wisconsin- Madison:

I am thrilled to be applying for the Fraternity & Sorority Life Specialist position within Fraternity & Sorority Life at University of Wisconsin- Madison. After reading through the job responsibilities and requirements, I believe I am a great candidate for this role. My experiences within student affairs have provided me with an insider understanding of the steps necessary for continued success for highly involved students in Fraternity & Sorority Life. My past positions, academic coursework, and my passions for both the fraternity and sorority life experience as well as cultivating positive student life experiences is what motivated me to apply for this position.

As a current graduate student in the College Student Personnel program at Western Illinois University, I have been able to witness the importance of creating and ensuring a dynamic, inclusive, and engaging fraternity/sorority life community that promotes student engagement and success, which is what I see in the community at University of Wisconsin- Madison. As a graduate assistant in Fraternity & Sorority Life, I have been involved in the development of educational and social programming, policy implementation, and event planning at the chapter, council, and institutional level. As an advisor to both the Panhellenic and United Greek Councils, I have worked intentionally to promote a diverse and inclusive fraternity/sorority community that is attuned to the needs and wants of students. Specifically, I have crafted both active and passive forms of engagement surrounding topics that range from inclusive sister/brotherhoods to safe alcohol consumption and the steps to report and seek help surrounding sexual misconduct.

My resume outlines my multi-faceted experiences centered around various functional areas of student affairs spanning Fraternity & Sorority Life, Residence Life, Financial Affairs, and Student Conduct. I have a strong understanding of large-scale social and educational programming, risk management, leadership enhancement, diversity, equity, and inclusion, and marketing. More specifically, I bring transferable skills from the context of both private and public institutions in urban and rural settings. In addition to the day-to-day responsibilities required of me, I believe that I possess strong relationship building, verbal and written communication, time management, and organizational skills, as well as the ability to be adaptable and flexible in any given situation.

I am extremely passionate about serving students and I believe that being a Fraternity & Sorority Life Specialist would enhance both your institution as well as my own professional career. Thank you for your consideration and I look forward to hearing from you.

Sincerely, Adam Gentry

Adam J. Gentry

(847) 826-8089 | ajgentry816@gmail.com

EDUCATION

Western Illinois University- Macomb, IL

August 2021- Present

- Degree: Master of Science in College Student Personnel | Expected May 2023

Loyola University Chicago- Chicago, IL

August 2017- May 2021

- Degree: Bachelor of Arts in History with a Minor in Advocacy & Social Change
- Cumulative GPA: 3.93 | Degree Honors: Summa Cum Laude
- Dean's List: Awarded Fall 2017 through Spring 2021
- Awards: Fraternity Member of the Year 2021, Residence Life Cura Personalis Award 2020, Resident Assistant of the Year 2019
- Activities & Societies: Beta Theta Pi- Eta Omega, National Residence Hall Honorary, Phi Alpha Theta- National History Honor Society, Alpha Sigma Nu- Honor Society of Jesuit Colleges and Universities

Work Experience

Western Illinois University- Office of Student Engagement

Fraternity & Sorority Life Graduate Assistant

August 2021- Present

- Provide holistic advisement to the Panhellenic and United Greek Councils including the oversight of the executive board, budget, recruitment, and programming
- Advise the FSL Accountability Board through the oversight of the restorative justice conduct hearing process
- Assist the coordinator with the needs assessment process for chapters, councils, and community
- Assist, develop, and provide leadership for programmatic initiatives related to Fraternity & Sorority Life, including, risk management, officer training, member development, membership recruitment, community development, and diversity, equity, and inclusion
- Create and executive instruments to measure student engagement, recruitment, conduct, and other assessments to inform the department of future needs and improvements
- Serve on committees within the OSE such as Mission, Vision, and Learning Outcomes as well as staff social engagement

Association of Fraternity/Sorority Advisors

Graduate Staff

November 2022- December 2022

- Provide the highest quality customer service to all annual meeting attendees, exhibitors, and presenters while staffing conference registration
- Assist with onsite operations, troubleshooting, and helping the Annual Meeting Planning Team staff
- Support special events, silent auction, awards, and exhibitors
- Assist in opening/closing educational programs and announcing conference evaluations via the Whova app.

University of Minnesota (Twin Cities)- Orientation & Transition Experiences

NODA Intern

May 2022- August 2022

- Co-supervise a team of 23 Orientation Leaders, 4 Transfer Student Leaders, and 2 Orientation Interns
- Oversee the daily check-in process for 300+ new students by providing excellent customer service and a friendly welcoming experience
- Evaluate and assess data collected from new students, guest, and orientation leaders to provide feedback and suggestions for future orientations
- Collaborate with campus partners in the coordination of various orientation sessions such as the resource fair, late night activities, housing on campus, and college meetings
- Provide on-call afterhours support to the orientation team and new students in the event of an overnight emergency

- Assisted in the coordination of Parent & Family Orientation through on-site registration and by staffing the information booth

Western Illinois University- Office for the Executive Director of Financial Affairs

Financial Affairs Practicum

January 2022- May 2022

- Follow an inclusive process involving student leaders, as well as collaboration with multiple offices on campus to gather their input on the establishment of rates (tuition, fees, room and meal plan) for FY23
- Study alongside the Executive Director of Financial Affairs and assist in the compilation and presentation of data to multiple constituent groups including Student Government Association, Inter-Hall Council, and the Auxiliary Facilities System Committee
- Present formal resolutions on the increase of rates for FY23 to the Western Illinois University Board of Trustees as their quarterly meeting
- Review financial hold information for WIUs current students and assisting in policy and procedural changes that affect a student's ability to register and pay for the upcoming semesters

Loyola University Chicago- Student Activities & Greek Affairs

Sorority & Fraternity Life Ambassador

May 2019 - June 2021

- Represented Student Activities & Greek Affairs, Sorority & Fraternity Life at Orientation Resource Fairs taking place over the duration of Summer 2019 as well as at undergraduate admissions events in Fall 2019
- Assisted all student attendees of first year and transfer orientation resource fairs with general questions related to Sorority & Fraternity Life, programming, and campus resources
- Developed virtual programming during the 2020-2021 academic year centered around various social and learning themes
- Assisted in marketing the SFL community through newsletters, social media posts, and recruitment/intake information panels

Loyola University Chicago- Office of Student Conduct & Conflict Resolution

Student Community Board Member

August 2020- May 2021

- Worked with a team of student leaders to hear conduct cases that utilized a restorative justice model meant to restore harm
- Built rapport with students to foster a caring and comfortable climate during conduct hearings
- Reviewed all necessary documents on time prior to the conduct hearing
- Always maintained confidentiality to respect the privacy and rights of the student
- Worked with my team to find students responsible or not based on the preponderance standard and developed outcomes if any responsible finding.

Leadership Experience

Beta Theta Pi- Eta Omega

Vice President of Programming

November 2019- January 2021

- Work with university staff to create programs that build brotherhood and help demonstrate Greek Life as being leaders on campus
- Maintain professional relationship with local philanthropic organizations to plan events and fundraise in support of their mission
- Attend weekly executive board meetings, chapter meetings, and committee meetings.
- Held other executive board members accountable for completing their tasks on time while maintaining professionalism