
Student Affairs Officer Resume

Job Objective

Seeking a Student Affairs Officer position within a highly established organization in which my skills can be enhanced to benefit the organization.

Highlights of Qualifications:

- Thorough knowledge of career counseling, student activities, leadership principles and practices
 - Exceptional knowledge of targeted recruitment principles, procedures, and resources
 - Sound knowledge of university policies and procedures
 - Proficient in MS Office suite
 - Ability to maintain sensitive and confidential records and information
 - Ability to make oral group presentations
 - Ability to provide information and explain policies and procedures to medical students
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Professional Experience:

Student Affairs Officer
Ucla Health System, Manahawkin, NJ
August 2005 – Present

- Coordinated all aspects of the medical student electives in the Department of Pediatrics.
- Provided administrative support for the Pediatric Board Review Course.
- Prioritized and completed ongoing tasks following established departmental guidelines and University policies.

Student Affairs Officer
Center for Comm Programs, Manahawkin, NJ
May 2000 – July 2005

- Designed, administered, and analyzed assessments on various aspects of student experience.
 - Designed, composed, and distributed the monthly Student Affairs newsletter.
 - Advised students on matters including grievance proceedings, student code of conduct, and other school and university policies.
 - Identified and developed resources needed to support students adapting to the learning community.
 - Overseen and provided direction for student organizations.
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Education:

Bachelor's Degree in Special Education
Anderson University, Anderson, SC
Master's Degree in Educational Management
Howard Payne University, Brownwood, TX

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