

Dear UMR-ACUHO Membership Involvement Committee,

Please consider this my letter of interest for the UMR-ACUHO secretary position. UMR-ACUHO is the first place I really felt at home in a professional organization. Initially, I joined UMR-ACUHO to meet new professionals in the region to build relationships. I have been able to accomplish that goal and so much more within this outstanding group of individuals. I have had the opportunity to be involved with the UMR-ACUHO organization since the fall of 2007 and consider UMR to be an outstanding place for residence life professionals to come together to learn and develop strong programs for our individual campuses. As I completed a job search in the 2010-2011 school year, I elected not to participate on a committee so that my job search did not impact the good work any committee would accomplish this year. I am excited to remain in the region and to be involved in UMR-ACUHO again. I am interested in the position of UMR-ACUHO secretary. My experience and involvement in UMR has given me the skills to be able to serve the organization well as the secretary.

As secretary for UMR-ACUHO, I would responsible for keeping record of what we accomplish as a group and to serve on the executive committee and as a liaison to a committee. In regard to taking minutes and keeping notes about what our group accomplishes, I have had the opportunity to serve other large organizations in this capacity. As a graduate student I was able to serve as the Graduate Student Senate secretary and honors and awards chair. This taught me the importance of knowing all members of the group, paying strict attention at all meetings, and being timely in getting my information out to the members. I would use this experience to help me complete the duties required of the secretary.

Serving on the UMR executive committee is an opportunity for me to be able to share the experience that I have had over the 3 years of my involvement in UMR. For those years I served as a member of the Professional Development and Training committee. While on the PDT committee, I was able to engage in conversations about how our organization is structured, provided feedback about change and innovation UMR implemented, and organized the case study competition for our entry level and graduate student members. This was an opportunity for me to learn more about my professional involvement and to network with other professionals in the UMR region. As a member of the executive committee, I would serve as a listening ear to the members of our organization and do my best to appropriately represent their feedback within the executive committee. I have had a varied professional experience that has taken me from a small, private liberal arts institution to a large, public research institution. This diverse understanding of different institutional types and environments will help me to process feedback and to be able to represent the UMR-ACUHO constituents. I have a passion to serve and be involved in the region and this is a way for me to further grow and give back to an organization that has given me so much.

UMR-ACUHO has become my professional home. As I think about other opportunities I have, I see the benefit of being able to converse with my colleagues on a regional level, to create innovative programming that is affordable for our institutions, and to have a fun place to spend time with other professionals who understand what we do on a day to day basis. I look forward to answering any questions about my candidacy for the UMR-ACUHO Secretary. Involvement in UMR has shaped my professional experience and I hope to be able to influence and shape the experience for other residence life professionals.

Sincerely,

Carolyn J. Duven

Carolyn J. Duven

600 First Street SW Box 2631, Mount Vernon, Iowa 52314
Phone: 715-220-1919 Email: carolynduven@gmail.com

Education

Bowling Green State University, Bowling Green, Ohio, 2006 Master of Arts in College Student Personnel

- Relevant Course Work: Student Development Theory, Advanced Student Development Theory, and Social Justice Education

Ripon College, Ripon, Wisconsin, 2004 Bachelor of Arts in English

- Relevant Course Work: Public Speaking, Intermediate and Advanced Public Speaking, Interpersonal Communication, and Intercultural Communication

Residence Life Professional Experience

Hall Director, Iowa State University (July 2011 to Present)

- Coordinate a residential life experience for 320 students in a substance free hall
- Serve as adviser to a sustainability organization, hall council, and leadership group
- Participate in crisis response for residential areas

Associate Director of Residence Life, Cornell College (July 2010 to June 2011)

- Shaped residential life experience for 400 residents and 15 staff members
- Coordinated a leadership program for 1,100 students
- Reviewed all exceptions to live-on requirement and meal plans
- Advised 2 hall councils, NRHH, and a first year living and learning community

Assistant Director of Residence Life, Cornell College (July 2006-June 2010)

- Implemented new training and selection processes for student staff positions
- Shaped residential life experience for 450 residents and 17 staff members
- Supervised 15-17 student staff members in all aspects of their positions

UMR Experience

Professional Development and Training Committee, UMR-ACUHO (Fall 2007- Fall 2010)

- Served as member of the Communication Subcommittee
- Coordinated the annual case study competition for 2 years
- Provided feedback about committee responsibilities

UMR-ACUHO New Professional Scholarship (Summer 2008)

Conference delegate (2007, 2008, 2009, and 2010)

Conference volunteer (2007 and 2008)

Conference presenter (2008, 2009, 2010)

Conference Connection participant (2007,2008, 2009, and 2010)

Related Experience

Sexual Misconduct Review Committee, Cornell College (Spring 2011)

Compass Review Committee, Cornell College (Fall 2009-Spring 2010)

LeaderShape Cluster Facilitator, LeaderShape Iowa (June 2007)

Honors and Awards Committee Chair, Graduate Student Senate, BGSU (Fall 2005-Spring 2006)

Secretary, Graduate Student Senate, BGSU (Jan 2006 to May 2006)

Summer Conference Programs, Team Leader, BGSU (Summer 2005)

Programming Coordinator, Graduate Student Senate, BGSU (January2005-May 2005)

Professional Involvement and Awards

External Review Team- Colorado College Department of Residence Life (Winter 2011)

Cornell College Outstanding Student Organization Advisor (May 2008)

ACPA College Educators International (Fall 2010)

Presentations and Publications

Duven, C. (2010) *Small School Roundtable*. Presentation at the annual conference of UMR-ACUHO in Minneapolis, MN

Timm, D.M., & Duven, C. J. (2008) Privacy and social networking sites. *New directions for student services*, 124, 89-101

Duven, C. & Kronstein, K. (2008, October 30) *Supervising difficult staff members*. Presentation at the annual conference of UMR-ACUHO in Kansas City, MO.

Duven, C & Kronstein, K. (2008, October 30) *The impact of the Iowa clean air act on Cornell College*. Presentation at the annual conference of UMR-ACUHO in Kansas City, MO.

October 7, 2011

Dear UMR-ACUHO Membership Involvement Committee,

It is with pleasure that I write this letter in support of Carolyn Duven and her nomination for the UMR-ACUHO Secretary position. I have supervised Carolyn since July 2011 and am confident in saying that she would fully embrace this opportunity.

Having worked with Carolyn over the past several months, and having been involved with UMR-ACUHO for many years, I was delighted when Carolyn informed me of her interest in this position. Knowing of her past involvement in UMR-ACUHO, and her enthusiasm for the organization, I was confident she knew what she was getting into and that she could do the job, and do it well. She has made connections with colleagues through UMR and works well with others. She has also proven to be a dedicated professional needing little oversight in her role at Iowa State University. She is a person who gets things done, an important trait in the Secretary position. She is committed and is enthusiastic and will bring this to the role. She also has worked at both small private and large public institutions and brings a unique perspective that will be inclusive of all UMR members. She has thought through the many options available to her for professional development, weighed the pros and cons, spoken with supervisors and colleagues, and has made a fully informed decision in taking on this opportunity.

Carolyn is committed to UMR-ACUHO and will be involved for many years to come. I fully support her in pursuing the UMR-ACUHO Secretary position. She is a hard-working professional who deserves a chance at this opportunity. She has the full support of the Department of Residence at Iowa State University, financially and with time commitments, to take on this leadership role.

If you would like further information, please contact me at (515) 294-5520.

Sincerely,

Sarah Holmes
Coordinator of Residence Life
Iowa State University