

Fredrick J. Seel

701 North C St.
Indianola, IA 50125

712-259-1344
seelfred@gmail.com

10.14.2011

Becky Wilson
UMR-ACUHO Membership Involvement Committee
University of Iowa
100 Mayflower Hall
Iowa City, IA 52242

Dear Becky Wilson,

Look no further! I have the knowledge, skills, and abilities you've been searching for. I have more than five years of progressive experience working in residence life and student affairs. Moreover, I have several years of experience on UMR committees and have been in attendance at the annual conference since 2006. As such, I am excited for the possibility of serving as a member at large for UMR-ACUHO.

Furthermore, my solid background in higher education has allowed me the opportunity to work with diverse populations of both upperclassman and first year students. And, I have had the opportunity to oversee a variety of different campus processes including:

- housing assignments for new and returning students
- student judicials with emphasis on educational sanctions and restorative justice
- crisis response management and policy development
- student activities, including night and weekend programming

These experiences make me the ideal candidate because I have a solid understanding of the many facets of residence life as well as the role of paraprofessionals and professionals within those areas.

In addition, my experience within UMR-ACUHO has helped me gain insights as well as an appreciation for the organization. I have served on the program committee, diversity action committee, communications committee, and I am presently serving on the AIM committee. During my years of service I have found inspiration and taken away ideas that have helped to make me a better professional and look forward to being able to give back in a more significant way as a member at large.

As a professional I have a keen ability to take in information and problem solve in an efficient and effective manner. Furthermore, I am a team player that enjoys group dynamics and the melding of ideas. As such, both my written and spoken communication skills are honed.

I look forward to the upcoming conference and answering any questions you may have.

Thank you for your time and consideration,



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Education

Briar Cliff University Master of Arts, May 2009	Sioux City, IA Human Resource Management	GPA 3.76/4.0
Buena Vista University Bachelors of Arts, May 2005 Minors	Storm Lake, IA Mass Communications and Criminal Justice German, Philosophy & Religion	GPA 3.7.4.0

Professional Experience

Assistant Director of Residence Life, Greek Housing Director Simpson College, July 2011-Present

- Plan and oversee orientation and training for 36 student staff members
- Advise Residence Hall Association and help coordinated annual events such as Little Siblings Weekend
- Coordinate Greek housing work orders and facilities improvements
- Directly oversee and supervise four Greek Housing Assistants
- Facilitate Greek housing changes and administer conduct meetings involving Greek students

Assistant Director of Campus Life Briar Cliff University, June 2009-June 2011

- Conducted new student orientation sessions, informing students about residence hall living and campus policies
- Assisted in first year student housing assignments and returning student room selection process
- Revised and prepare housing forms
- Developed and coordinate residence life website changes

Director of Student Activities Briar Cliff University, June 2008-June 2011

- Hired, trained and evaluationed 3 campus activities board members and 12-16 workstudy students
- Advised residence hall association (RHA)
- Negotiated contracts and booked musicians, comedians, hypnotist, and other novelty acts
- Budgeted over \$27,000 annually for student activities
- Managed and coordinated official recognition process for all university organizations
- Planned welcome week activities in conjunction with welcome week committee
- Oversaw campus pub area, hired, trained, and supervised 12 workstudy students, oversaw pub budget of \$11,000
- Planned and executed annual activities including homecoming, ski and zoo trip, little siblings weekend, etc.

Residence Life Hall Director Briar Cliff University, August 2006-June 2011

- Was responsible for the overall supervision, operation, and programmatic aspects of a 140 student residence hall
- Hired, supervised and evaluated 22 resident assistants and 1 assistant hall director
- Instituted and supported development of programs to aid in student's holistic personal development
- Oversaw use of residence hall programming budget totaling \$3,600
- Participated in on call duty rotation and acted as first responder to on campus emergencies
- Developed and implemented building-wide activities and service projects
- Enforced campus policies and mediated roommate conflicts
- Handled all building related conduct issues and judicial cases

Committee Involvement and Professional Membership

Upper Midwest Region – Association of College and University Housing Officers

AIM Committee Member	2010-present
Communications committee member	2009-2010
Diversity Action Committee member	2007-2009
Program Committee member	2006-2007

Society for Human Resource Management (SHRM) 2007-present

Awards and Honors

- Campus Event Planner of the Year 2009 – presented by Power Performers
- Delta Epsilon Sigma Honor Society – Inducted 2009

SIMPSON COLLEGE



October 13, 2011

To Ms. Becky Wilson, UMR-ACUHO Membership Involvement Committee:

This letter is to provide institutional support for Fredrick Seel as he submits his application materials for a Member-at-Large position. I am Fred's direct supervisor at Simpson College, and I can affirm that he has institutional support for this professional endeavor, in terms of time away from the office, time allocated to tasks, and also financial support to attend meetings when his tasks dictate that he travel.

Fred would be a great addition to the UMR-ACUHO Executive Committee. He has relevant professional and organizational experiences and is committed to any task he jumps into.

Please feel free to contact me if you have any questions!

Sincerely,

A handwritten signature in blue ink, appearing to read 'L. Behaunek', is written over the typed name.

Luke Behaunek

Director of Residence Life

Simpson College

515-961-1562

luke.behaunek@simpson.edu