

Jeffrey Hughes

Education

- **Master of Public Administration** June 1993
Georgia Southern University Statesboro, GA
- **Bachelor of Science in Sociology** June 1990
Georgia Southern University Statesboro, GA
- **Minor in Psychology** June 1990
Georgia Southern University Statesboro, GA

Experience

- Director of A.K. Hinds University Center** May 2007 – Present
Western Carolina University, Cullowhee, NC
- Provide overall leadership for A.K. Hinds University Center and Student Media Center.
 - Oversee the game room for The Cats Den
 - Provide leadership for all programs, events, and services offered in the University Center.
 - Serve as accountable officer and oversee a budget of approximately \$1.3 million.
 - Oversee the day-to- day operations of the University Center.
 - Supervise two Associate Directors and one Business Manager.
- Interim Director of A.K. Hinds University Center** October 2006 – April 2007
Western Carolina University, Cullowhee, NC
- Provide overall leadership for A.K. Hinds University Center and Student Media Center.
 - Provide leadership for all programs, events, and services offered in the University Center.
 - Serve as accountable officer and oversee a budget of approximately \$1.2 million.
 - Oversee the day-to- day operations of the University Center.
 - Supervise two Associate Directors and one Business Manager.
- Associate Director of Operations** May 2002 – October 2006
Western Carolina University, Cullowhee NC
- Manage all building service activities including daily maintenance, repairs, technical services, transportation and room reservations.
 - Supervise and evaluate three professional staff members (Assistant Director of Operations, Housekeeping Supervisor, and an Information/ Reservations Coordinator).
 - Supervise one graduate intern.
 - Oversee supervision of student employees and implement a learning outcome model and provide leadership development opportunities for student employees.
 - Coordinate fall student staff training.
 - Teach a one-hour credit course: Campus Service and Programming Leadership.
 - Develop and monitor an annual budget for operations (total \$300,000.00).
 - Develop and establish policies related to all aspects of business services to include reservations, building safety, student employees, technical services, and building maintenance.
 - Serve as assessment coordinator for department.
 - Co-advise TV62.
 - Coordinate university-wide programs including Valley Ballyhoo, Welcome Week, and Spring Fling.

- Chair University Center Student Employee Development Committee.

Associate Director of Residence Life

August 2000 – May 2002

Western Carolina University, Cullowhee NC

- Hire, train, supervise, and evaluate three professional staff members: one Assistant Director of Residence Life and two Area Coordinators.
- Review and approve contract cancellation requests.
- Oversee budget for Residence Life (\$85,000.00).
- Review and approve requests for freshmen commuters.
- Develop and implement Head Resident and Resident Assistant selection process.
- Oversee training process for Residence Life Staff.
- Instruct seminar for Head Residents.
- Teach a one-hour credit leadership course for Resident Assistants.
- Co-supervise summer conference activities.
- Assist in assessing departmental functions through creating and administering formal assessment instruments.

Assistant Director of Residence Life

March 1999 – July 2000

Western Carolina University, Cullowhee NC

- Supervise five professional staff members (four area coordinators and one room assignment coordinator).
- Manage the daily operations of Madison Hall/Conference Center.
- Coordinate head resident and resident assistant selection and placement process.
- Oversee training process for head residents and resident assistants.
- Serve in an on-call duty rotation.
- Manage summer conference activities.
- Develop and implement staff seminars.

Area Coordinator

July 1993 – February 1999

Western Carolina University, Cullowhee NC

- Manage two 400-bed residence halls (Helder Hall – female and Leatherwood Hall – male).
- Manage the daily operations of Madison Hall/Conference Center.
- Hire, train, supervise, and evaluate three head residents.
- Oversee hiring and training of sixteen resident assistants.
- Advise Residence Hall Council.
- Ensure programs occur on a weekly basis (educational, social, cultural, and recreational).
- Serve in an on-call duty rotation.
- Serve as educational judicial officer for area.
- Coordinate residential component of Academic Success Program.
- Teach USI 130 course for one hour credit.

Manager of In-The-Pines Apartment Complex

August 1991 – June 1993

Georgia Southern University

- Manage the daily operations of a 216 unit apartment complex.
- Supervise a part time administrative assistant.
- Hire, train, supervise, and evaluate four resident assistants.
- Develop and implement deferred maintenance schedule.
- Serve as educational judicial officer for area.
- Serve as a resource for programming.
- Serve in an on-call duty rotation.
- Advise Resident Student Association.
- Coordinate work requests with facilities management.

Professional Development

- Member of ACUI (Association of College Unions International), current
- Member of SACSA (Southern Association for College Student Affairs), current Leadership Educators Institute at University of North Carolina – Greensboro, sponsored by ACPA (Association of College Personnel Administration), NCLP (National Clearinghouse for Leadership Programs), and NASPA (National Association of Student Personnel Administration), December 2004
- NCHO (North Carolina Housing Officers), Host Committee 1998
- SEAHO (South Eastern Association of Housing Officers), Chair of Host Committee 1996
- Member of SEAHO (South Eastern Association of Housing Officers), 1993 – 2002
- Member of NCHO (North Carolina Housing Officers), 1993 – 2002

Committees

- Space Management Committee 2007 - Present
- Committee on Student Learning 2006 – Present
- Advise University Center Advisory Board, 2006 - Present
- Conference Planning Team for ACUI's (Association of College Unions International) Annual Conference, 2006
- Student Affairs Strategic Planning Committee, 2006
- Student Affairs Assessment Committee, 2005 - Present
- Parking, Traffic, and Safety, 2005 - Present
- University Advisory Committee At Large Member, 2005 – 2007
- Medford Scholarship 2005 - Present
- Committee Member, Assistant Director of Programs for University Center Search, 2005
- Student Affairs Development Committee, 2004 – 2005
- Chair, Associate Director of Residence Life Search, 2005
- Co-Chair of Spirit Night for Homecoming, 2003 – 2007
- Committee Member, Director of University Center Search, 2003
- Committee Member, Staff Forum, 2001 – 2003
- Member, University Athletic Committee, 2000 – 2003

Presentations

- Co–Present: Association College Unions International (Annual Conference) **Feeding the Soul through Mentoring Relationships**, March 2006
- Co–Presenter: Association College Unions International (Region 5) **Feeding the Soul of a Graduate Student**, November 2005
- Co – Presenter: Association College Unions International (Annual Conference) **Take a Risk on a Living-Learning Leadership Program and Reap Rewards**, March 2005
- Co–Presenter: Association College Unions International (Region 5) **Put Future Leaders on track With A Living/Learning Experience**, November 2004

Awards

- Western Carolina University Department Star Award, 2005
- Western Carolina University Service Award, 2003

References

Julie Walters-Steele
Director of University Unions
225 Squires Student Center
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540.231.5431

Dr. Bill Haggard
Vice Chancellor for Student Affairs
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One University Heights
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Mr. Keith Corzine
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