

John Weng

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Education

San Diego State University

Expected Date: May 2016

M.A. Postsecondary Educational Leadership with a Specialization in Student Affairs GPA: 3.95
Relevant Course Work: Counseling and Group Dynamics, Theoretical Foundations of Student Affairs, Educational Leadership, and Educational Leadership in a Diverse Society

University of California, San Diego

June 2014

B.S. Psychology, Minor in Visual Arts: Photography, Chemistry (emphasis in Organic) GPA: 3.17

Skills

- Advising student leaders on the implementation and planning of programming and budget management
- Program and activity-level assessment including development of learning outcomes, aligning outcomes, data collection and analytics and report writing
- Prioritizing competing projects and correspondence with multiple stakeholders
- Establish and maintain relationships with students, staff, and partners through excellent interpersonal communication skills
- Programs: DEA Event Management Systems, ICS Collegiate Recruiter, Campuslabs Baseline & Compliance Assist, Abila netFORUM Pro (formerly Avectra), Stata 13, Microsoft Office Suite, Adobe Acrobat, Photoshop, Illustrator, Google Drive
- Platforms: Windows (7, 8.1, 10), Apple OS X
- Programming Languages: Stata, LaTeX, Java, C, C++, ActionScript 2.0, 3.0, HTML, CSS, JavaScript
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Relevant Experience

Program Advisor, Associated Students

October 2015 – Present

University of California, San Diego

- Provide advising to students regarding programming, work-life balance, time management, and serving as an elected or appointed official
- Develop marketing strategies for AS Initiatives and the UC Student Regent recruitment with the Associated Students Graphics Studio
- Provide student developmental support to over 50 elected and appointed student government officials and drop-in advising to over 200 student leaders
- Oversee and manage an executive budget of over 3 million dollars in student activity fees
- Advise students in the best practices of efficient meeting operation including use of Robert's Rules and group communication
- Work with campus-wide partners in formulating policies and plans relating to alcohol and drug use
- Process timesheets for over 50 student leaders, and provide work direction to the student assistant and graduate assistant regarding issues relating to meeting minutes and the UC Student Regent visit

Greek Life Graduate Assistant, Student Life & Leadership

August 2014 – October 2015

San Diego State University (SDSU)

- Advised and provided professional and leadership development to 2,500 Greek Students in 44 chapters belonging to the College Panhellenic Association, Interfraternity Council, United Sorority and Fraternity Council and the National Pan-Hellenic Council
- Utilized the Interactive Collegiate Solutions Collegiate Recruiter system and Greek Bill to manage all aspects of Panhellenic Formal Recruitment with over 1000 potential new members (PNM)
- Created policies and operation guides for future Panhellenic Formal Recruitments
- Created a data management system using existing business suite for PNM payment and information validation with university information systems
- Conducted Judicial Ineligibility Appeal hearings for students on probation who wish to undergo recruitment
- Coordinated, planned, and facilitated T.E.A.M. an annual, chapter-president retreat for 50 people
- Reshaped standards of excellence for chapter operations in the form of the Accreditation Manual

Graduate Intern, Educational Programs

May 2015 – August 2015

NASPA, Student Affairs Administrators in Higher Education (111 K St NE 10th Floor Washington, D.C. 20002)

- Assisted in the management of the 2015 NASPA Annual Conference
- Created, design, and develop Guidebook applications for conferences
- Led efforts for the 2015 Careers in Student Affairs Month initiative for the Association
- Designed social media and print marketing initiatives for Careers in Student Affairs Month
- Provided cross-tabulation and multi-level data analysis and reporting of 15,000 members and over 1000 conference evaluations

Brotherhood Advisor, UC San Diego Chapter

September 2014 – June 2015

Beta Theta Pi Fraternity

- Advised chapter in conduct-related best practices and developing strategies for intervening with member issues
- Assisted the chapter in learning how to effectively run meetings utilizing Robert's Rules of Order
- Guided members' problem solving in group and individual settings
- Encouraged open communication and resolved conflicts between members
- Helped facilitate year-to-year transitions in membership and executive officers

Assessment Graduate Assistant, Vice Chancellor Student Affairs September 2014 – May 2015

University of California, San Diego

- Co-authored and drafted the UC San Diego Student Affairs Annual Report for the Vice Chancellor
- Analyzed assessment reports from 29 different units within the Division of Student Affairs
- Planned and presented assessment workshops for Student Affairs staff on learning outcomes and assessment best practices
- Streamlined the division's assessment software account request process
- Developed a survey-writing training program for staff on campus in conjunction with the Student Affairs Technology Services and Instructional Design
- Created various handouts on assessment topics such as rubric creation and survey response options

Involvements

- 2015 Western Regional Careers in Student Affairs Day Conference Planning Committee, Member, 2015
- NASPA Regional-VI Social Media Subcommittee, Member, 2014-2015
- MA Postsecondary Educational Leadership & Student Affairs, Student Advisory Board Coordinator, 2014-2016