

Tyler F. Havens

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Education

Master of Science in Education – College Student Personnel

(May 2005)

Western Illinois University: Macomb, IL

Bachelor of Science in Education – Elementary Education [Math Concentration]

(May 2003)

State University of New York (SUNY) College at Fredonia: Fredonia, NY

National Affiliations

- **Association of Fraternity/Sorority Advisors** **(September 2003-Present)**
- **Sigma Phi Epsilon Fraternity** **(January 2000-Present)**

Relevant Experience

Associate Director of Chapter Services

(April 2019-Present)

Delta Sigma Pi Professional Business Fraternity: Oxford, OH

- Supervise and manage three (3) traveling Educational Leadership Consultants, including develop training and support models for the staff, develop travel schedules, budgets, and travel as needed for consultant visit training and evaluation
- Manage all aspects of assistance and discipline programs in coordination with campuses and volunteers including fact finding, investigations, tracking, coordination of National Board Trials as needed, and notifications
- Manage volunteers, create, and refine curriculum and resources for a new pledge education program
- Manage and revise Chapter Management Program (CMP) the accreditation program of the Fraternity including answering questions, approving materials, creation of end of year reports, and development of notification/improvement documents for non-accredited chapters
- Coordinate volunteers for National Policy and Procedure and Bylaws reviews
- Travel, as needed, to chapters and volunteer trainings for additional support for members and volunteers
- Assist in the development, revisions, and facilitation of national leadership programs

Assistant Director of Student Activities for Greek Life Programs

(June 2015-June 2018)

Western Illinois University: Macomb, IL

- Supervised and directed three Graduate Assistants in the development, implementation, and evaluation of all aspects of the Greek Life Programs unit that included over 900 students in approximately thirty organizations governed by three councils
- Supervised, administered, coordinated, and directed the Greek Life Programs Staff specifically in the advisement of the councils respective auxiliary organizations which include Greek life strategic plan, new student move-in program, chapter president retreat, executive council board retreat, new member educationals, semester leadership conferences, social and risk management training and round table discussions
- Directed, administered, and monitored policies directly related to social fraternities and sororities including the Greek Relationship Statement, University Alcohol Policy, Social Event (Risk) Management Policy, Housing Quota Release Policy, Annual Recognition and Expansion Policy, as well as monitor additional insurance requirements for social fraternities and sororities
- Maintained demographic statistics on fraternity/sorority community including membership, service/volunteer hours, recruitment and retention, alumni membership and involvement, chapter finances and housing information
- Developed annual goals, objectives and learning outcomes including plan for implementation and a means of assessment and draft annual report for primary area of responsibility
- Served as a member of the Emergency Consultation Team (ECT) to include on-call responsibilities
- Developed, administered, and interpreted assessments specifically designed for the fraternity/sorority community
- Maintained fraternity/sorority website, OrgSync resources, and Panhellenic Recruitment technologies
- Served as liaison for the Office of Student Activities/University and the House Corporations and advisory board members, chapter advisors, and inter/national headquarters
- Managed the Volunteer Services unit within the Office of Student Activities including the supervision of one full time Graduate Assistant and one Practicum Graduate Student in the planning and execution of all service related activities and events

**(November 2013-June 2015;
July 2018-April 2019)**

Sales Associate and Seasonal Manager

GAP, Inc.: Saratoga Springs, NY

- Served as a customer service representative assisting customers with needs, recommending products, and utilizing new technologies
- Managed communication to the store from corporate headquarters regarding changes in store flow, sales changes or updates, and tracking of daily sales reports
- Assisted in the training of new associates in learning the systems of the store and information about current products so they may be informed in assisting future customers
- Served as acting store manager during 2014 holiday season
- Recognized as the “Associate of the Month” for December 2013, January 2015, and August 2018

Relevant Experience (continued)

Director of Fraternity and Sorority Life

(June 2012-November 2013)

Georgia College & State University: Milledgeville, GA

- Designed and developed learning outcomes to create and maintain a comprehensive educational program enhancing the fraternal experience and justify value to the campus and surrounding communities
- Oversight and responsibility for fraternity and sorority operations including 19 nationally affiliated chapters and colonies with approximately 1,400 students affiliated
- Supervised an office staff including an Assistant Director, Graduate Assistants, and Undergraduate Student Office Workers
- Designed and maintained fraternity and sorority webpage (driven by OrgSync)
- Organized and developed office policy and procedure for newly instituted Office of Fraternity & Sorority Life
- Investigated and resolved University policy violation allegations implicating fraternity and sorority chapters
- Maintained membership records for all chapters to produce membership, academic, and other relevant reports
- Developed and managed a newly created office budget line of \$30,000 Assisted students in the development and management of council budgets totaling over \$30,000

Assistant Director of Student Activities for Fraternity and Sorority Life

(August 2005-June 2012)

Monmouth University: West Long Branch, NJ

- Direct advisement, oversight, and maintenance of the University fraternity and sorority community of up to 15 nationally affiliated chapters and colonies including the advisement of all governing councils, programming groups, and sub-councils
- Created and organized both new member and initiated member workshops discussing topics relevant to the fraternity and sorority activities
- Responsible for the development and generation of reports regarding the fraternity and sorority community such as potential new member eligibility, chapter grade reports, updated chapter rosters, etc.
- Investigated policy violation claims against chapters or multiple chapters of the University community
- Assisted councils in development and management of a budget totaling over \$22,000
- Coordinated fall and spring Student Involvement Fairs for student clubs and organizations to gain exposure and recruit membership
- Planned and implemented a leadership conference each semester including keynote speaker, educational breakout sessions, and meals
- Supervised a visiting Graduate Student Field Experience
- Supervised a student Set-Up Crew of five to coordinate event setup within the Student Center Multipurpose Venue
- Supervised a Student Office Worker that assists in multiple office tasks
- Assisted in the development and implementation of student activities, leadership programs, and New Student Orientation Programs

Additional Experience

University 100 Instructor

(August 2016-December 2017)

Western Illinois University: Macomb, IL

- Facilitated curriculum for a one credit introductory course for approximately twenty-five students to acclimate them to the University
- Arranged for different campus entities and activates to illustrate curriculum topics
- Supervise undergraduate Peer Mentor in facilitating different activities with class

Freshman Seminar Instructor

(September 2006-December 2006)

Monmouth University: West Long Branch, NJ

- Developed curriculum for a one credit introductory course for approximately twenty students to acclimate them to the University
- Arranged for different campus entities to facilitate programs based on curriculum topics
- Curriculum topics included basic study habits, test taking strategies, conflict resolution, campus resources, campus diversity, alcohol and drug education, healthy living, and sexually transmitted diseases

Committee Work

Sigma Alcohol Abuse Prevention Facilitation (SAFE) Team

(January 2019-Present)

Sigma Sigma Sigma Sorority

Perspectives Editorial Board

(December 2016-Present)

Association of Fraternity/Sorority Advisors

Awards Committee and Judge

(October 2015-Present)

Association of Fraternal Leadership and Values

Awards Committee

(December 2015-December 2016)

Association of Fraternity/Sorority Advisors

Annual Meeting Events Planning Committee

(December 2010-December 2011)

Association of Fraternity/Sorority Advisors

Orientation Planning Group

(July 2008-June 2012)

Division of Student and Community Services, Monmouth University

1st 90 Days Workgroup

(August 2005-December 2007)

Association of Fraternity/Sorority Advisors

Publications

Havens, T. & Snowden, A. (2017, Summer). Shrinking Resources Sparks Regional Collaboration. *Perspectives*, 2017 Issue 2, 13-15.

Havens, T. (2013, March 15). Lessons in Leadership Failures-Little Fish in a Big Lake [Web Log Post]. Retrieved from <http://kyleahickman.blogspot.com/2013/03/lessons-in-leadership-failures-little.html>

Havens, T. (2010, Fall). Fraternity Life Through the Lens of a Long-Distance Run. *SigEp Journal*, Fall 2010, 3.

Select Guest Facilitations

Lead Facilitator: RIT IMPACT <i>North American Interfraternity Conference</i>	(February 2017)
Lead Facilitator: District Leadership Academy <i>Theta Xi Fraternity</i>	(February 2016, February 2017)
Group Facilitator: Undergraduate Interfraternity Institute (UIFI) <i>North American Interfraternity Conference</i>	(2006-2008; 2011-2019)
Group Facilitator: Regional Officer Training – Chapter President Track <i>Phi Kappa Psi Fraternity</i>	(February 2019)
Group Facilitator: Regional Leadership Conference – Panhellenic Delegate Track <i>Sigma Kappa Sorority</i>	(January 2019)
Group Facilitator: Prevention Institute <i>Sigma Sigma Sigma Sorority</i>	(January 2019)
Group Facilitator: The Founder's Academy <i>Alpha Xi Delta Women's Fraternity</i>	(July 2016; June 2018)
Group Facilitator: Regional Officer Training – Associate Member Counselor Track <i>Delta Chi Fraternity</i>	(February 2018)
Group Facilitator: The Academy <i>Alpha Sigma Alpha Sorority</i>	(November 2016; October 2017)
Group Facilitator: The As (Presidents) Academy <i>Delta Chi Fraternity</i>	(January 2017)
Group Facilitator: Monmouth University IMPACT <i>North American Interfraternity Conference</i>	(October 2016)

Select Program Presentations

Navigating In the Dark: How to Find Support When It Isn't Always Apparent <i>Association of Fraternal Leadership and Values – Central Region Conference</i>	(February 2019)
It Isn't You, It's Me (But It's Really You) <i>Association of Fraternal Leadership and Values – Central Region Conference</i>	(February 2019)
You Don't Need to be a Finance Major to be Treasurer <i>Association of Fraternal Leadership and Values – Central Region Conference</i>	(February 2019)
Frameworks for Assessment in Fraternity and Sorority Life: Managing Processes with Limited Resources <i>Association of Fraternity/Sorority Advisors Annual Meeting</i>	(December 2018)
Budgeting: It's Not Sexy, But It's Necessary <i>Association of Fraternal Leadership and Values – Central Region Conference</i>	(February 2018)
We Love You But...We Have Our Own Life Too! <i>Association of Fraternal Leadership and Values – Central Region Conference</i>	(February 2018)
Are You on Fire or Burned Out? Longevity as a Campus-Based Professional [Panel] <i>Association of Fraternity/Sorority Advisors Annual Meeting</i>	(December 2017)
Is the House on Fire? Then it can wait 'til 8! <i>Association of Fraternal Leadership and Values – Central Region Conference</i>	(February 2017)
Boundaries: What You Won't Find on Buzzfeed <i>Association of Fraternal Leadership and Values – Central Region Conference</i>	(February 2016)
Developing a Mentoring Relationship With Your Fraternity/Sorority Advisor <i>Northeast Greek Leadership Association Regional Conference</i>	(February 2012)
The Secret's Out: What Really Happens When Your Campus Advisor and Your Headquarters Staff Talk <i>Northeast Greek Leadership Association Regional Conference</i>	(February 2012)
Keynote Address: The Journey of Fraternity and Sorority Life is not a Sprint, It's a [Half] Marathon <i>Sigma Phi Epsilon EDGE New Member Institute</i>	(October 2011)
Setting the Standard for Your Standards Board <i>Local Greeks Conference, New Jersey Institute of Technology</i>	(November 2010)