

# STEPHEN T. LEADER

## EDUCATION

UNIVERSITY OF SAN DIEGO: M.A. Higher Education Leadership

Expected May 2015

HOUGHTON COLLEGE: B.S. Business Administration, Minors in Economics and Bible

May 2003

## STUDENT DEVELOPMENT LEADERSHIP EXPERIENCE

CALIFORNIA BAPTIST UNIVERSITY

NOVEMBER 2014 – PRESENT

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### ACADEMIC RECORDS COORDINATOR FOR VETERAN SERVICES

- Certifying over 290 students using GI Bill benefits through VA ONCE
  - Understanding GI Bills: 1606, 30, 31, 33 and 35
- Increased advocacy for veterans on campus
  - Sole person of contact for all things veteran related on campus
  - Serves on campus Veterans Task Force
  - Co-leading proposal for campus' first Veterans Service Office
  - Performing SWOT analysis for CBU's veteran's services in comparison to our institutional comparable schools
- Guiding prospective families in how to use their GI Bill Benefits to pay for the cost of college
- In charge for updating webpage materials for veterans for prospective and current students
- Designing and implementing programs for student veterans on campus
  - Veteran Connect at the beginning of each session where veterans can meet other veterans (faculty, staff and students)
  - Monthly prayer meeting
- Academic advising for over 290 student veterans, dependents and spouses
  - Counseling student veteran population on all VA regulations for their GI Bill
  - Teaching the difference between being part-time vs. full-time, and knowing the difference between distance learning and residential in terms of receiving their monthly housing allowance
  - Coaching students how to maximize their GI Bill benefits for both undergraduate and extending it to graduate degrees and certificates

UNIVERSITY OF SAN DIEGO

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### MILITARY VETERAN INTERNSHIP

MAY 2014 – SEPTEMBER 2014

- 120 hours working to understand how to foster healthy environments for student veterans at community colleges and four years colleges
- Visited over ten institutions to see first hand "best practices" for serving student veterans in Southern California
- Compiled research data on all Southern California institutions of higher learning
- Attended four military college transfer events in San Diego at Naval bases
- Trained with USD's School Certifying Official on how to use VA once to certify student veterans utilizing their GI Bill benefits
- Prepared and interviewed for two full-time positions working with student veterans
  - Vanguard University: Veterans Resource Coordinator. Made it in the top four candidates.
  - California Baptist University: School Certifying Official. Hired after five interviews.

GRADUATE ASSISTANT, UNDERGRADUATE ADMISSIONS

SEPTEMBER 2013—JUNE 2014

- Over 500 hours of representing USD through giving tours, leading over 75 Informational Sessions, college transfer fairs, and other venues in the San Diego area
- Processing application materials of 1<sup>st</sup> year and transfer students (including international students)
- Technical support and data analysis using Salesforce
  - Cost analysis comparisons on effectiveness for undergraduate admissions advertising budget in venues for receiving inquiries
  - Produced workflows for tracking seven admissions counselors through making decisions on 15,000 applications
- Professional photography of USD events on campus for use in campus publications (print and internet)
- Transfer counseling concerning credits and core curriculum (including military veterans) for community college, military credit and four years institutions
- Produced assessments for the Assistant Director of Undergraduate Admissions for each of the tour guides based upon data analysis of post tour surveys conducted by prospective students and families
- Operated phones and answered questions for prospective students during their application process
- Proctored two SAT tests (1x reader and 1x assistant)

POINT LOMA NAZARENE UNIVERSITY

AUGUST 2006 – JANUARY 2009

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RESIDENT HALL DIRECTOR

- Supervised 6-8 resident assistants
- Designed and implemented relevant co-curricular programming for 206 male/female 3<sup>rd</sup> and 4<sup>th</sup> years residents with 25% transfer student population
- Co-led campus resident assistant selection process
- Created proposal for \$600,000 residence hall renovation (accepted)
- Presented at national student development conference on the implementation of living learning communities and best practices of being a resident hall director
- Created an atmosphere where 3<sup>rd</sup> and 4<sup>th</sup> year students wanted to live on campus in a residence hall, given alternatives of campus apartments or moving off campus

UNIVERSITY OF CHARLESTON OF WEST VIRGINIA

JULY 2005 – MAY 2006

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RESIDENT HALL DIRECTOR

- Supervised 7 resident assistants
- Designed and implemented relevant co-curricular programming for 168 male/female 3<sup>rd</sup> and 4<sup>th</sup> year residents in the only “wet” hall on campus
- Co-led the development of the first “Dorm Wars” on campus

ASSISTANT MEN’S SOCCER COACH (DIVISION 2)

COORDINATOR FOR EXPERIENTIAL LEARNING

- Facilitated service learning programs for honor students with local non-profits

CO-DIRECTOR OF THE DEPARTMENT OF INTRAMURAL EDUCATION PROGRAM

- Worked on a team to create an intramural handbook
- Supervised indoor soccer officials

HOUGHTON COLLEGE

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Head Resident, Leonard Houghton Townhouses

September 2002 – May 2003

Resident Assistant, Shenawana Hall

September 2001 – May 2002

Teachers Assistant for Leadership Development

Spring 2003

Cross County

Fall 2002

Class President

January 2000 – May 2001

## MILITARY LEADERSHIP EXPERIENCE

25<sup>TH</sup> BRIGADE SUPPORT BATTALION

FEBRUARY 2010 – OCTOBER 2012

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### INTELLIGENCE OFFICER PRIMARY, INCLUDING 12 MONTHS DEPLOYMENT

- *Garrison duties:* Managed personnel security actions, to include security clearances and security violations for a unit of over 700 Soldiers. Conducted physical security inspections of unit arms rooms and classified storage containers, ensuring that all facilities were without faults and up to DoD standard. Organized initial, annual, and refresher training for Operations Security, Anti-Terrorism and Information Security for over 700 personnel, resulting in a fully mission capable unit.
- *Deployed duties:* Provided the commander with all pertinent information on the battlefield regarding route statuses; Enemy dispositions and current threat patterns; terrain, weather, and civil considerations for the purpose of logistical convoy planning and aerial resupply in Afghanistan. Oversaw the intelligence collection for mission planning and briefings of 230 convoy logistical patrols, 60 catastrophic recoveries—all spanning 32,000 miles on supply routes.
- *Additional duties:* Public Affairs Officer Primary: Coordinated community partnerships and created news publications.

**SUMMARY OF MILITARY LEADERSHIP DEVELOPMENT:** I graduated Basic Training, Officer Candidate School, Basic Officer's Leadership Course One, Military Intelligence Basic Officer Leadership Course, and Pathfinder School. I held a Top Secret/SCI clearance, and received a Bronze Star Medal for my deployment to Kandahar, Afghanistan (2011 – 2012). Prior to our unit's rotation at the National Training Center, I was chosen amongst the top 500 leaders of my brigade as the only "Hero" of a battle command training program. For three years, I held the primary intelligence position within my unit, which was meant for an officer two ranks above my own. I received an Honorable Discharge in October of 2012.

All military officer evaluation reports are available upon request.

## ADDITIONAL LEADERSHIP EXPERIENCES

MEXICO CARAVAN MINISTRIES

SEPTEMBER 2003 – AUGUST 2004

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### INTERN

- Led groups in the construction of approximately 160 houses and roofs in Tijuana, Mexico
- Dormitory maintenance, ordered wood and supplies, and other day to day activities

**CONFERENCES ATTENDED:** NASPA Veterans Conference (Louisville, Kentucky January 2015)

**PRESENTATIONS:** Co-presented two workshops at the Association of Christians in Student Development in 2007. "Creating Living Learning Communities in Higher Education" and "The First Year Resident Director Experience"

**MEMBERSHIPS:** American Legion, Association of Christians in Student Development and NASPA.

**INTERESTS:** photography, hiking, running, kayaking, CS Lewis, leadership theory and WW2 history