

Jherel Saunders-Dittimus

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Education

Montclair State University
Bachelor of Art, Communication Studies

Anticipated May 2020

Experience

Student Government Association Inc., *Montclair State University*

June 2019- Present

Executive President

- Oversee all of the daily operations of the Student Government Association (SGA).
- Executive Officer of 501(c)(3) Non-Profit Organization and abide by regulations as enforced by Internal Revenue Services
- Manage and oversee the allocation of a \$1.8Million budget collected from student fees
- Advocate for the betterment of the Montclair State campus community on behalf of 17,000 undergraduate students to campus administration, including the University President and Board of Trustees
- Handle disciplinary actions, supervision, and manage student events.
- Provide direct supervision (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.)
- Strive to create an atmosphere of growth, experience and productivity for the campus community

Office of Residence Life, *Montclair State University*

August 2018- Present

Resident Assistant

- Serve as a student leader with 25 other resident assistants in a 975-bed suite-style residence hall
- Provides paraprofessional academic and social advising for fifty plus undergraduates each semester
- Familiarized with established emergency protocols and prepared to implement when necessary
- Refer to proper University and community resources for crisis situations
- Enforce University and Residence Life rules and regulations resulting in a safe, orderly and enjoyable living environment
- Participate in the recruitment and hiring process for incoming Resident Assistants
- Assist in Community Director interviews and provide feedback to search committee.

Educational Opportunity Fund Program, *Montclair State University*

June 2017-August 2018

Peer Leader

- Administer residence hall policies and procedures including, but not limited to curfew hours, guest visitation, quiet hours, sanctions, incident documentation, and room repair requests
- Implemented civic, social, educational, and recreational student life programs for the incoming freshman class
- Oversaw the check-in and check-out process and assisted the residence life desk assistants with the process
- Informed over one-hundred incoming freshman with important and meaningful information about Montclair State University before they entered in the fall semester

Office Assistant

September 2016- Present

- Answer phones providing answers when possible and transferring calls or taking messages when needed
- Accurately file documents according to program's filing system
- Recording information as needed.
- Keen attention to detail ensuring the accurate completion of multiple tasks by strict deadlines.

Dr. Elma E. Flagg School, *Newark NJ*

January 2018-Present

THREADS Mentor

- Assist in the development of middle school boys as they truly evaluate themselves, their world, and their place in it
- Instill an understanding in the value in honoring community and culture
- Teaching mentees to have respect for self, women, and people in our lives
- Model academic identity, integrity and achievement
- Encourage students to make a commitment to personal improvement as an individual and a social being

Student Center, *Montclair State University*

September 2017- August 2019

Program Coordinator/Lab Assistant

- Provide customer service to students and campus visitors
- Assist with the coordination of programs and events
- Fix any errors with printers or computers (Paper Jams, error screens, etc.)

Professional Development

Safe Space Training, *Montclair State University*

August 2017- Present

Title IX Training, *Montclair State University*

August 2018- Present

CPR Certification

August 2017- Present

Crisis-Emergency & Response

August 2018 - Present

Grade-Grievance Committee Chair Member

September 2019- Present

Simplicity Advocate

January 2019-Present

Leadership

The Brotherhood/La Hermandad

August 2017- May 2019

Vice President

- Initiated and supported any service or program that aided majority men of color in finding academic, professional, and social success in higher education
- Lead weekly all-group & executive board meetings
- Represented on various campus-wide committees to advocate for diverse issues
- Served as a host for various events
- Recognized as a role model, motivational and an aspiring leader

Honors & Awards

Chi Alpha Epsilon Honor Society, *Education Opportunity Fund*

April 2019- Present