

# SCOTT A. KORB, M.A.

P.O. Box 1727, Sault Sainte Marie, Michigan 49783  
906-440-1521 sakorb@gmail.com

## EDUCATION

**GRAND VALLEY STATE UNIVERSITY, Allendale, MI**  
*Bachelor of Science Degree in Public Administration*

**UNIVERSITY OF PHOENIX, Phoenix, AZ**  
*Masters of Arts Degree in Organizational Mgt*

## EXPERIENCE

January 2009 **LAKE SUPERIOR STATE UNIVERSITY, Sault Sainte Marie, Michigan**  
to August 2017 *Director of Campus Life and Housing-Office of Campus Life*

### DUTIES AND RESPONSIBILITIES – *Campus Life*

- In addition to responsibilities of Campus Life and Housing, the management of LSSU Food Services, Norris Events Center administration, and Cisler University Center are all direct reports.
- Lead role of monthly event management meetings with PSD, PP, Arts Center, NEC, CUC, Marketing and Campus Life
- Assist in creating, implementing and refining the unit philosophy and management culture, goals and objectives.
- Supervise and direct the activities of the Associate Director for Campus Life and Housing based upon the University and unit mission, goals and objections.
- Manage and promote collaboration between a comprehensive Residence Life program, housing program, campus clubs and activities, student leadership and involvement, faculty involvement, Greek affairs, outdoor programming and intramurals.
- Work collaboratively with the Student Affairs staff, faculty, and students to design and implement strategies that better integrate academic programming to enhance the campus culture and educational outcomes of students.
- Work with the Assistant Director of Residence Life to recruit, train, supervise and evaluate the residential life student employees.
- Provide leadership in developing effective strategies for preventing, responding and managing crisis situations, as well as being on call for emergency and urgent situations.
- Continually evaluate, define and refine policies and procedures relating to housing, residence life and student activities, involvement and leadership.
- Function as a daily resource, problem solver, as well as an information and resource broker to the general University population.
- Participate in the Vice President's staff meetings, housing meetings, retention meetings, and other key University-wide committees.
- Track, investigate and work to resolve issues within the housing and campus life unit.
- Work with other campus life staff to provide quality customer-oriented services within the unit culture and philosophy.
- Assist in judiciary and disciplinary matters and track policy violations including filing appropriate paperwork.
- Assist in the selection and training of student judicial board members. Act as a judicial advisor in proceedings as assigned.
- Prepare, analyze, and propose all budgets in the Housing, Norris and Cisler Centers, Residential Life and Food Service areas.
- Investigator for Title IX compliance.

### DUTIES AND RESPONSIBILITIES – *Housing*

- Manage the residential facility system including the services and programs traditionally associated with the management of a residential facilities system.
- Coordinate and manage break and summer housing processes early arrivals, opening and closing of residence halls.
- Assist in the coordination and planning of summer conferences and camps.
- Assure compliance with State and Federal codes and regulations in cooperation with Physical Plant and Office of Public Safety.
- Provide leadership in developing effective strategies for preventing, responding and managing crisis situations, as well as being on call for emergency and urgent situations.
- Prepare, analyze, and propose budgets for all aspects of the residential life and housing operations
- Maintain, inventory and oversee development of refurbishment plan for all residential facilities. Produce timely requisitions for procurement of furnishings, and equipment.

- Coordinate on campus services (IT, laundry equipment, etc.), and off-campus vendors (cable TV, linen, alcohol education, woman's resource center).
- Track, investigate and work to resolve issues with housing facilities, administration, website, procedures, etc.
- Perform regular walk-a-rounds and inspections of Housing facilities. Work with the Physical Plant to coordinate and direct maintenance and custodial requirements.
- Initiate and provide vision of the future of all housing facilities through research, site visits and preparation.
- Collaborate with residence life staff to coordinate student moves, update and maintain floor plans, prepare and maintain occupancy data for residential facilities.
- Assist in preparation and coordination all housing-related informational mailings.
- Assist in the coordination of damage assessment and process billing.

October 2006 **LAKE SUPERIOR STATE UNIVERSITY, Sault Sainte Marie, Michigan**  
to January 2009 *Director of Housing and Residential Life-Office of Campus Life*

- Coordinate and manage break and summer housing, process early arrivals, opening and closing of residence halls.
- Provide leadership in developing effective strategies for preventing, responding and managing crisis situations, as well as providing 24-hour on-call services for residential emergency and crisis situations.
- Track, investigate and work to resolve issues with housing facilities, administration, website, procedures, etc.
- Prepare, analyze, and propose budgets for all aspects of the residential life and housing operations.
- Perform regular walk-a-rounds and inspections of housing facilities. Work with the Physical Plant staff to coordinate and direct maintenance and custodial requirements.
- Assure compliance with State and Federal codes and regulations in cooperation with Physical Plant and Office of Public Safety.
- Maintain, inventory and oversee development of refurbishment plan for all residential facilities.
- Initiate and provide vision of future housing facilities through research, site visits and preparation.
- Produce timely requisitions for procurement of furnishings and equipment. Coordinate on campus services (IT, laundry equipment, etc.), and off-campus vendors (cable TV, linen).
- Collaborate with residence life staff to coordinate student moves, update and maintain floor plans, prepare and maintain occupancy data for residential facilities.
- Assist in preparation and coordination of all housing-related informational mailings.
- Assist in the coordination of damage assessment and process billing.
- Coordinate special need housing assignments in collaboration with Director of Disability Services.
- Oversee the development and maintenance of department manuals; provide oversight to select department publications and design marketing materials that promote a positive image of residential communities.
- Assist in the coordination and planning of summer conferences and camps. Assist in Resident and Community Advisor recruitment, selection and training. Assist in judiciary and disciplinary matters and track policy violations including filing appropriate paperwork.
- Participate in the training and development of all department staff. Coordinate and direct all aspects of Resident Advisor and Community Advisor hiring and supervision.
- Coordinate and direct all aspects of Area Coordinator (Hall Directors) hiring and supervision.
- Coordinator and presenter for CHOICES alcohol education program.
- Coordinator and administrator for OPeN LaTe! Saturday night events programming.
- Advisor and Chief Operating Officer for WLSO, 90.1 FM, LSSU's student operated radio station.
- Presenter for LSSU's Summer Orientation Program (2006-present)
- Member of search committee for Director of Public Safety (2007)
- Chief Judicial Officer and advise LSSU student Judiciary Board

July 2004 **LAKE SUPERIOR STATE UNIVERSITY, Sault Sainte Marie, Michigan**  
to October 2006 *Director of Residential Life-Office of Housing and Residential Life*

- Coordinate and direct all aspects of Resident Advisor and Community Advisor hiring and supervision
- Coordinate and direct all aspects of Area Coordinator (Hall Directors) hiring and supervision
- Assist with all aspects of capital improvement projects in residence halls and apartments
- Conduct disciplinary meetings and policy violations
- Assist with maintaining maintenance records and reporting
- Participate in the formation of department policy, operations, and procedures
- Coordinator and administrator of Seamore Shuttle van
- Provide assistance for orientations, summer residents and camps
- Chairperson for PO-OP, People Organizing Opportunities and Programming
- Presenter for LSSU's Summer Orientation Program (2006)
- Member of search committee for V.P. of Student Affairs (2006)
- Appointed member of Lake Superior State University Safety Committee (2004-06)

July 2000 **GRAND VALLEY STATE UNIVERSITY, Allendale, Michigan**  
to July 2004 Area Coordinator-Office of Housing and Residence Life

- Managed two apartment complexes on GVSU's Allendale campus, comprising of 243 units and over 800 students
- Managed GVSU's Grand Rapids Campus student housing comprising of 81 units and over 150 students (downtown urban setting)
- Co-director of Community Safety Program for GVSU's housing areas, supervision of 30+ student employees
- Annually selected, trained, supervised and evaluated a student staff of two Graduate Assistants, seven Resident Assistants and Multicultural Assistants (diversity awareness assistance)
- Maintained and submitted records of apartment activities, room inventories and tracked capital improvement projects
- Reported and monitored routine and emergency custodial and maintenance concerns
- Monitored and conducted monthly safety and health inspections and drills
- Provided individual and group assistance to students and staff through one-on-ones's, mediations and other supportive interventions
- Served as housing liaison for Greek organizations residing in GVSU housing, including selection, placement and monitoring of behavioral issues and concerns
- Attended and/or run weekly staff, full time and central housing meetings
- Provided 24-hour on-call duty rotation for emergencies and crises
- Assisted and supported in the advising of community council/student government
- Conducted disciplinary meetings with students
- Assisted in the planning and implementation of staff in-service training sessions
- Trained College Student Affairs Leadership (CSAL) Masters Level Graduate Assistants and student staff training sessions
- Participated in the hiring and selection of College Student Affairs Leadership (CSAL) Masters Level Graduate Assistants and professional staff on a annual basis
- Participated in the development of department policies, operations, and procedures
- Assisted in the planning and overseeing of renovation and capital improvement projects including working, monitoring and contract negotiation with outside contractors
- Researched, compiled and presented recommendations of best practices in the area of university apartment living
- Represented Housing and Residence Life Office as a participant at a Crisis Management and Planning for Higher Education Student Affairs professionals' roundtable discussion group
- Served as member of the Counseling Center's Critical Incident Response Team (CIRT) as a peer support staff using Critical Incident Stress Management (CISM) training
- Supervised student staffed moving crew (2001)
- Assisted in the overseeing of \$3.1 million renovation project of Grand Valley Apts. (2001)
- Freshman Seminar (FS 100) Instructor (2002-03)
- Housing member representative for GVSU Student Organization Review Board (2001-03)
- Project Manager for Greek House meeting room renovations (2002)
- Summer Housing Coordinator (2001-02)
- Presenter for parent orientation and admissions recruitment functions for GVSU Housing & Residence Life (2000-03)
- Summer Conferences and Camps co-coordinator (2003)

June 1994 **ENTERPRIZE MANAGEMENT, Grand Rapids, Michigan**  
to June 2000 Property Manager-Student Housing and various properties

- Managed daily operations student complex serving GVSU students in Allendale, Michigan and student complex serving Western Michigan University students in Kalamazoo, Michigan
- Assisted in daily operations of projects in the West Michigan area, including condominiums, manufactured housing parks, commercial shopping mall and medical building
- Assisted in the preparation yearly cash budgets
- Ordered and purchased of office, custodial and maintenance supplies
- Rent collection, including going to court and tracking of bad debt
- Hired and supervised maintenance, cleaning and security staff
- Advertising and promotions
- Assisted in the hiring and coordinating of outside contractors
- Recommended, planned and supervised renovations and capital improvements
- Coordinated unit and building inspections.

## PROFESSIONAL AFFILIATIONS/ORGANIZATIONS

- American College and University Housing Officers-International (ACUHO-I)
- American College Personnel Association (ACPA)
- Association for Student Conduct Administration (ASCA)
- Association of Title IX Administrators (atIXa)
- Great Lakes Association of College and University Housing Officers (GLACUHO)
- Michigan Housing and Dining Officers Services Organization (MHDOSA)
- National Association of College Auxiliary Services (NACAS)

## OTHER DUTIES & PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- Lead administrative duties added for Norris Events Center, Cisler University Center & Food Services (2016-17)
- Lets End Sexual Assault Summit participant, Lansing, MI (2015)
- Attended atIXa (Association of Title IX Administrators) Title IX investigator training seminar in Nashville, TN (2015)
- Member of Campus Cleary Committee(2104-2016)
- Member of MAP-Works Advisory Committee (2013-15)
- Attended U.S. Department of Homeland Security and IACLEA's Managing Critical Incidents for Higher Education Institutions: A Multi-Disciplinary, Community Approach
- Member of Norris Athletic Center Advisory Board- (2011)
- Member of LSSU Shared Governance Committee- Student Affairs (2010-16)
- Member of Sault Ste. Marie Chamber of Commerce Red Coat Ambassadors, LSSU representative (2010-15)
- Member of Assistant to the Provost Search Committee (2010)
- Member of LSSU Shared Governance Committee-Facilities (2010-15)
- Member of LSSU StART (Student Assistance Response Team) (2005-2017)
- Member of LSSU Orientation Committee (2008-12)
- Member of LSSU Retention Committee (2008-12)
- Member of LSSU University Steering Committee (2008)
- Member of LSSU HLC Accreditation Committee (2008-09)
- Member of LSSU holiday shutdown committee (2005-07)
- Member of the Diane Pepler Resource Center Sexual Violence Prevention Team (2007-2017)
- Member of Vice-President of Students Affairs Search Committee (2006)
- Trained in FEMA's Community Emergency Response Team (CERT) program (2005)
- Attained FEMA Certificate for introduction to IS-700 National Incident Management System (NIMS) (2005)
- Attained FEMA Certificate for introduction to IS-800 National Incident Management System (NIMS) (2005)
- Attended Critical Incident Stress Management (CISM) course on Terrorism and WMD sponsored by International Critical Incident Stress Foundation (2005)
- United Way of Chippewa County
  - Soo Flurry Fest Organizer (2005)
  - Big Brother-Big Sisters Program (2004)
- Certified Trainer for LSSU Choices Alcohol Education Program (2004-2017)
- Attended University and College Emergency Planning workshop by Michigan State Police/Emergency Management at GVSU (2003)
- Certified Trainer for Training for Intervention Procedures (TIPS) (2001-03)
- Skywarn weather spotter training (2003-04)
- American Red Cross Disaster Services of Ottawa County
  - Introduction to Disaster Services and Mass Care
  - Damage Assessment and Survey
  - Emergency Response Vehicle (ERV) training
  - Emergency Assistance to families
  - West Michigan Search and Rescue
  - CPR/AED and First Aid
  - Weapons of Mass Destruction (WMD): An Overview
- Attended Fred Pryor' seminar 'How To Supervise People' (2002)
- Attended Critical Incident Stress Management (CISM) Basic Group Crisis Intervention course sponsored by International Critical Incident Stress Foundation (2002)
- Participant- Campus Sexual Assault Response Training, GVSU/YWCA (2001)

## SPECIAL SKILLS/OTHER

- Nominated employee of the year at LSSU (2010, 2011, 2017)
- Nominated student organization advisor of the year (2006, 2007, 2008)
- Chair/Lead for hosting 2015 MHDSOA (Michigan Housing and Dining Service Officers Association) Annual state meeting held at Lake Superior State University in September 2015
- Worked with Banner, Budget Pak and People Admin Software Systems
- Creative, imaginative, attentive to detail and highly organized
- Extensive project management and problem solving experience
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)
- Excellent writing and organizational skills
- Diversity and multicultural awareness training
- Notary Public 1998-2011

## REFERENCES

Matt Jurvelin  
*Former Vice President of Enrollment Mgt  
& Student Affairs*  
Lake Superior State University  
(906) 259-3690  
matt.jurvelin@gmail.com  
*Former supervisor at LSSU*

Dr. Ken Peress  
*Vice President of Student Affairs-Retired*  
Lake Superior State University  
(906) 748-5637  
kperess@lssu.edu  
*Former Supervisor at LSSU*

Dr. Andrew J. Beachnau  
*Associate Vice Provost for Student Affairs and  
Director of Housing and Health Services*  
Grand Valley State University  
103 Student Services Building  
1 Campus Drive  
Allendale, MI 49401  
(616) 331-2120  
beachnaa@gvsu.edu  
*Former supervisor at GVSU*