

# Nicole L. Rowlett

Adaptability + Strategic + Ideation + Maximizer + Communication

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## EDUCATION

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Ball State University Muncie, IN  
Master of Arts May 2015  
Student Affairs Administration in Higher Education  
Certificate, College and University Teaching

Central Michigan University Mount Pleasant, MI  
Bachelor of Applied Arts May 2013  
Organizational Communication, Leadership and Event Management and Planning

## PROFESSIONAL WORK EXPERIENCE

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**Delta Chi International Fraternity Headquarters** Iowa City, IA  
*Director of Education and Leadership Programs* May 2018 – Present

- Provide vision and direction for four signature leadership programs and a wide range of educational initiatives
- Lead the Fraternity's efforts on Leadership Management Systems (LMS) platforms including implementation, instructional design and layout
- Create and implement four-year membership program for 5,500+ collegiate members
- Oversee compliance, creation, and implementation with Fraternity's Association Member program for 120+ chapters and colonies
- Enhance the organization's assessment strategy through the implementation of *C.A.S. Standard Competency Model* and tri-level assessment techniques
- Develop, implement, and manage Competency Model for educational programs across four units within the organization
- Coordinate logistics and educational content for two multi-day leadership programs, engaging 160+collegiate members and 35+ volunteers
- Develop and oversee all educational programming for the Fraternity's Biennial Convention and the nine annual Regional Leadership Conferences
- Evaluate 14+ programs and provide annual reports on programs' achievement metrics
- Create resources for 10+ chapter/colony retreats
- Assist in the development and implementation of annual Leadership Consultant training for seven field-staff
- Contribute to the development and implementation of the prevention education strategy
- Conduct membership reviews, chapter/colony visits, and workshops on an as-need basis

**Purdue University Department of Student Life** West Lafayette, IN  
*Assistant Director of Fraternity, Sorority, and Cooperative Life* August 2017 – May 2018

- Directly advised National Pan-Hellenic Council (seven executive board members and 70+ students) and Purdue Cooperative Council (16 executive board members and 400+ students)
- Oversaw IFC judicial board and weekly judicial cases
- Served as the university liaison 34 for House/Chapter Advisors in three governing councils
- Provided oversight for 19 organization's intake and recruitment processes

- Responsible for management of one endowment account, six organization-based general accounts, and nine-gift accounts of \$200,000.00+
- Managed master data tracking document for 90+ organizations that benchmark 55+ data points
- Compiled and distribute semesterly/annual report for 90+ organizations and 20+ data points
- Served as Leadership Education Team Lead for professional staff team of four
- Coordinated three large-scale leadership initiatives, serving 120 – 600 students each
- Responsible for quantifiably assessing all measurable outcomes for two signature programs

### **Millikin University Interdepartmental Studies**

Decatur, IL

*Adjunct Faculty*

August 2016 – August 2017

- Developed a 16-week curriculum for first-year seminar course of 20 students
- Assessed student progress and aided in comprehension of course material
- Coached two *First Year Experience Mentors* through developing 50-minute lesson plans

### **Millikin University Department of Student Development**

Decatur, IL

*Assistant Director of Inclusion and Student Engagement/Greek Advisor*

June 2015 – August 2017

- Provided direct support and oversight to 11 fraternity and sorority chapters, three governing councils, one honorary society, and eight identity-based student organizations
- Created reporting structure to assess various quantitative statistics within the Greek community
- Coordinated the design of six new marketing pieces for Greek life with Marketing Office
- Served as primary investigator for chapter risk management violations
- Compiled and distributed the academic, membership, and service report each semester
- Managed, implemented, and assessed 5-Star Chapter Accreditation Program
- Coordinated six retreats, 10+ educational programs, 8+ campus-wide cultural awareness programs and five training sessions annually
- Coordinated mentorship program for 70+ students in partnership with local middle school
- Developed student intern staff comprised of four undergraduate student interns and one summer graduate student internship
- Created Greek Life Awards program to recognize individual and organizational accomplishments
- Oversaw fire safety program and ensure compliance for five-chapter facilities
- Served in the professional staff on-call rotation and provide incident reports as needed
- Responsible for quantifiably assessing departmental performance learning opportunities

*Secondary Advisor*

June 2015 – August 2017

- Advised 40+ at-risk students surrounding areas of academic performance, financial responsibility, time management, and personal well-being
- Utilized university-wide reporting system to transmit information
- Conducted exit interviews for 15+ students leaving the institution

### **Emory University Office of Conference Services**

Atlanta, GA

*Conference Coordinator*

May 2014 – August 2014

- Supervised seven conference assistants and conducted bi-monthly employment evaluations
- Oversaw billing processes for 40 conferences that generated \$1.7 million in revenue
- Worked in conjunction with five conference managers to troubleshoot and solve problems
- Facilitated check-in and check-out process for 80 conferences
- Served in the on-call rotation to provide 24/hour support services to clients and staff

### **Ball State University Office of Student Life**

Muncie, IN

*Panhellenic Sorority House Director*

May 2014 – May 2015

- Facilitated check-in and out process for 19 residents in four separate university owned houses
- Served as the primary liaison between various 3<sup>rd</sup> party stakeholders

- Greek Life Graduate Assistant* August 2013 – May 2015
- Served as a Teaching Assistant for two undergraduate leadership courses
  - Responsible for answering the emergency phone and providing incident reports
  - Investigated chapter risk management violations
  - Co-advised Interfraternity Council, Multicultural Greek Council and advised 5 chapters
  - Compiled community service hours and philanthropy donation information for 35 organizations
  - Coordinated one large scale overnight retreat and graduate assistant interview days
- Student Outreach Coordinator* August 2013 – May 2015
- Coordinated spring recognition banquet that recognized 370 student organizations
  - Coordinated one alternative fall and one spring break trip for 60+ students
  - Responsible for developing, coordinating, and assessing the *Unity Connections Conference* comprised of 2 keynotes, 33 educational programs, and an inaugural case study competition
  - Advised Cardinal Kitchen Food Pantry through obtaining 501(c)(3) status
  - Coordinated LeaderShape© Catalyst Program for 60 sophomore students

## **VOLUNTEER ENGAGEMENT**

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### **Alpha Sigma Tau Sorority**

- Recruitment Bootcamp Facilitator June 2017

### **Delta Phi Epsilon International Sorority**

- Non-delegate NPC Area Advisor April 2017 – Present
- Gender Nonbinary and Trans\* Inclusion Committee Member January 2017 – Present
- Alumnae Leadership Consultant June 2016 – December 2017
- International Sorority Governance Committee Member March 2014 – March 2015
- Indiana University Recruitment Advisor February 2014 – December 2017

### **Association of Fraternity/Sorority Advisors**

- Region III Director December 2017 – Present
- Region III Marketing and Membership Recruitment Team December 2016 – December 2017
- 2016 Annual Meeting Program Ambassador Volunteer Lead October 2016 – December 2016
- Region III Drive-In Conference Co-Chair April 2016 – July 2017
- AFAAM Educational Program Review Committee December 2015 – Present

### **Phi Kappa Tau Fraternity**

- *Good to Great* Retreat Facilitator December 2016 – Present
- Phi Kappa Tau Leadership Academy, Leadership Coach June 2016, 2017
- Heartland Regional Conference, Small Group Facilitator February 2016, 2017

### **North-American Interfraternity Conference**

- IMPACT Small Group Facilitator, Pennsylvania State University October 2018
- IMPACT Small Group Facilitator, Alpha Chi Rho Fraternity July 2015
- Undergraduate Interfraternity Institute, Small Group Facilitator May 2015, 2016, 2017, 2018
- IMPACT Small Group Facilitator, Illinois State University March 2015

### **Phi Kappa Psi Fraternity**

- Terrence G. Harper President's Leadership Academy, Small Group Facilitator February 2015

### **Association of Fraternal Leadership and Values**

- AFLV Central/NBGLC Educational Programs Review Committee October 2014, 15, 16, 17, 18
- Central Fraternal/National Black Greek Leadership Conference Intern February 2014

### **Fraternal Communications Association**

- Annual Conference Intern May 2014

### **Michigan Youth Leadership (MYLead)**

- Small Group Facilitator June 2012

## **INVITED/SELECTED PRESENTATIONS**

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- N. Rowlett** & D. Hamilton (2019) *Walk It Like I Talk It: Maximizing Your Professional Preference During the Job Search*. Presented at the Triangle Fraternity Convention in Indianapolis, IN.
- H. Mangrum & **N. Rowlett** (2019) *#KnowBetterDoBetter: Identifying Privilege in Fraternity & Sorority Life*. Presented at the Association of Fraternal Leadership and Values Central Conference in Indianapolis, IN.
- N. Rowlett** & J. Ryan (2018) *What is Nude? Exploring Bias in the Panhellenic Sorority Experience*. Presented at the Association of Fraternity/Sorority Advisors in Indianapolis, IN.
- H. Mangrum, **N. Rowlett**, & H. Brown (2018) *Identifying Privilege in the Profession*. Presented at the Annual Meeting for Fraternity/Sorority Advisors in Indianapolis, IN.
- N. Rowlett** & S. Ryan (2018) *Advising Meets Program Development: Using Maslow's Theory as a Framework for Leadership Programs*. Presented at the Association of Fraternity/Sorority Advisors in Indianapolis, IN.
- Hopson, J. & **Rowlett, N.** (2018) *Greek Week Isn't Enough: Creating a Collaborative Community*. Presented at the Association of Fraternal Leadership and Values Central Conference in Indianapolis, IN.
- Rowlett, N.** & Evans, E. (2018) *CommUNITY: A Moment or a Movement?* Presented at the Association of Fraternal Leadership and Values Central Conference in Indianapolis, IN.
- Rowlett, N.** & Manning, T. (2018) *Getting' GRITty With It: Why Effort Counts Twice as Much*. Presented at the Association of Fraternal Leadership and Values Conference in Indianapolis, IN.
- Mangrum, H., **Rowlett, N.**, & Brown, H. (2017) *Identifying Privilege in the Profession*. Presented as a #AdvanceU Session at the Annual Meeting for Fraternity/Sorority Advisors in Atlanta, GA.
- Rowlett, N.** & Ryan, S. (2017) *Rock. Paper. Scissors, Shoot!: Creating Sustainable and Intentional Leadership Programs*. Presented at the Annual Meeting for Fraternity/Sorority Advisors in Atlanta, GA.
- Ryan, J., Wynn, B., **Rowlett, N.**, & Laureano, K. (2017) *Are We Building a Wall or Opening Doors? Addressing Cultural Competency in Panhellenic Organizations*. Presented at the Annual Meeting for Fraternity/Sorority Advisors in Atlanta, GA.
- Rowlett, N.** (2017) *Fish Out of Water: Navigating Our Landscape as New #SAPRO*. Presented at the Student Affairs 101 Conference in Bloomington-Normal, IL.
- Rowlett, N.** (2017) *Is Your Mind-Set? Exploring Growth and Fixed Mindset in Greek-Lettered Organizations*. Presented at the Western Michigan Fraternity & Sorority Life Summit in Kalamazoo, MI.

- Manning, T. & **Rowlett, N.** (2017 & 2019) *Band-Aids Don't Fix Bullet Holes: A Holistic Approach to Creating Change*. Presented at Association of Fraternal Leadership and Values Central Conference in Indianapolis, IN, the Western Michigan Fraternity & Sorority Life Summit in Kalamazoo, MI & the Triangle Fraternity Convention in Indianapolis, IN.
- Mangrum, H. & **Rowlett, N.** (2016) *Elephant in the Room: What Privilege Looks Like in the Profession*. Presented at the Annual Meeting for Fraternity/Sorority Advisors in Boston, MA.
- Pierce, V., **Rowlett, N.**, & Garcia, K. (2016) *The Others: Advising Outside of You - A Discussion of Cultural Competency*. Presented at the Annual Meeting for Fraternity/Sorority Advisors in Boston, MA.
- Pogue, T. & **Rowlett, N.** (2016) *Exploring Unwritten Rules for Aspiring Student Affairs Professionals*. Presented at Student Affairs 101 Conference in Moline, IL.
- Rowlett, N.** & Manning, T. (2014) *Facili-Presenting with Pixar Studios*. Presented at the Indiana Student Affairs Association Conference in Indianapolis, IN.
- Rowlett, N.** (2013). *The Ritual Workshop: Exploring Our Values Through Ritual*. Presented at Delta Phi Epsilon Engage U Conference in Mount Pleasant, MI.
- Rowlett, N.** (2013). *You're Always Wearing Your Letters*. Presented at Delta Phi Epsilon Engage U Conference in St. Cloud, MN.