

SEAN CHRISTOPHER COOK

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SUMMARY

Life Purpose and Career Coach specializing in work with college students and higher education professionals. Leveraging 15 years post-master's degree experience and a broad array of skills, including professional staff supervision, recruitment, budget administration, assessment, course management, leadership training, individual and organizational advising, development of relationships with faculty and student leaders, mediation, crisis response and management, event planning, policy formulation, and program development.

PROFESSIONAL EXPERIENCE

LIFE PURPOSE AND CAREER COACH/OWNER

Cook Coaching and Consulting, Ltd., Athens, GA (11/2009-Present)

- Provide individual and group coaching to college students, parents and higher education professionals
- Conduct training and workshops, in person and online, on topics related to career planning, work/life balance, interview skills, time management, social media, event planning and other topics relevant to college students, parents and higher education professionals
- Act as lead writer/editor for two blogs, HigherEdCareerCoach.Com and HigherEdLifeCoach.Com, and recruit regular and occasional contributors
- Host the Higher Ed Life and Careers show on BlogTalkRadio.Com
- Develop online resources, print publications, and other media to inform and educate target audiences
- Manage all aspects of business development, including marketing, advertising, developing joint ventures, website design and development, social media strategies, budget administration, contracts

ASSISTANT DIRECTOR, NORTH AND WEST HALLS

Office of Residence Life, Penn State University, University Park, PA (6/2003 – 11/2009)

- Supervise 7 full-time professionals (one area coordinator, 4 coordinators, and 2 office managers)
- Scope of responsibility: 2 areas, 9 buildings, 39 resident assistants, and 2,500 resident students
- Shared upper-level on-call responsibilities with other central management staff on a campus with approximately 14,000 students in residence.
- Work closely with coordinators and area coordinator to develop positive relationships with 6 special living options and their faculty associates
- Serve as department's Safety and Security liaison
 - Represent Residence Life on campus-wide Access Operations Team, which reviews security issues on campus and suggests changes in facilities, protocols and staff training
 - Design training sessions on the University's Continuity of Operations Plan and emergency response protocols for Residence Life staff and resident assistants
 - Chair Residence Life Fire Safety Committee
 - Act as liaison to Police Services
- Coordinate department's multicultural programming
 - Steer Cultural Lounge Programming Committee (6 professional staff members) in planning social justice and diversity programming in the residence areas
 - Partner with key diversity support offices on campus (Paul Robeson Cultural Center, Spiritual Center, Center for Women Students, LGBTA Student Resource Center) to co-sponsor programs
- Produce manuals, brochures and other marketing pieces
 - Created brochures, posters, and flyers in support of department's diversity initiatives
 - Compiled and edited Resident Assistant manual and Professional Staff manual
 - Created online versions of manuals, using ANGEL learning environment
- Supervision of area coordinator tasks (assessment projects and CNED 302 resident assistant classes)

AREA COORDINATOR, NORTH HALLS

Office of Residence Life, Penn State University, University Park, PA (8/2001 – 6/2003)

- Supervise one full-time coordinator and the following professional staff committees:
 - Orientation Committee (6 professional staff members)
 - Coordinate activities for 5 residential areas at the University Park campus
 - Plan Residence Life involvement in campus-wide orientation events
 - Counselor Education 302 Instructors (Varied, by semester, between 4 and 7 instructors)
 - Supervise and mentor instructors on lesson plans, class issues, and student progress for a 3-credit, semester-long class, required for all resident assistants before placement
 - Design an on-line learning environment using ANGEL course management system
 - Manage administrative processes and records related to Resident Assistant class
 - Fire Safety Committee (5 professional staff members)
 - Coordinate monthly fire drills for all areas of University Park campus
 - Serve as Residence Life liaison to Office of Environmental Health and Safety
- Coordinate department's assessment activities, including participation in national studies, development of in-house web surveys, and data analysis/reporting
- Write, edit and distribute weekly Stall Stories newsletter to 9 residential campuses in the Penn State system

COORDINATOR, STUDENT AND CORPORATE SERVICES

Smeal College of Business Administration, Penn State University, University Park, PA (9/1999 – 8/2001)

- Manage office that supports 32 undergraduate business organizations
- Administer department budget (\$34,500) and allocate funds to student organizations
- Provide consultation to club officers about speakers, activities, fundraising, and long-term planning
- Coordinate committees that plan events, including networking interactions, professional development seminars, corporate socials, business fraternity rush, and the college's teaching and advising awards
- Advise 4 student organizations
- Recommend strategies for student interaction to corporate representatives
- Recruit student volunteers from the Smeal College for Penn State Career Days
- Assisted Business and Society House in creation of a credit-bearing, semester-long class taught in residence

SPECIAL ASSISTANT TO THE DIRECTOR

Office of Residence Life, Penn State University, University Park, PA (6/1999 - 6/1999)

- Compile information about department and sub-unit activities for 1998-99
- Write annual report for a 9-campus residence life operation
- Temporary position

ADMINISTRATIVE COORDINATOR, NORTH HALLS

Office of Residence Life, Penn State University, University Park, PA (8/1998 - 5/1999)

- Manage residence life operation for an area of campus with 900 residents
- Supervise 12 resident assistants, program assistant and staff assistant
- Advise area student government
- Supervise RAs for 4 special living options (Arts and Architecture House, Business and Society House, Sustainable Living House and World Cultures House)
- Assisted in the integration of a cluster of Agriculture students into the Sustainable Living House, which led to the rebirth of the house as Earth House, and to its alignment with the College of Agriculture
- Provided direction and mentoring to RA and students as World Cultures House was dissolved

COORDINATOR, NITTANY APARTMENTS

Office of Residence Life, Penn State University, University Park, PA (8/1995 - 8/1998)

- Manage Residence Life operation for apartment complex with 644 residents
- Supervise 5 community assistants, 1 assistant coordinator, and 1 staff assistant
- Teach one section of undergraduate Counselor Education course
- Create a print newsletter, an electronic mail newsletter, and a listserv conference for residential area
- During Summer, supervise 4 additional resident assistants for 2 buildings that housed students in a special high school program

AREA COORDINATOR, RAPHAEL ARTHUR HALL/CUTHBERT ALLEN APARTMENTS

Office of Residential Life and Housing, Belmont Abbey College, Belmont, NC (8/1994 - 5/1995)

- Manage suites and apartments for a 200-bed residential area
- Supervise 5 resident assistants
- Advise all resident assistants on program and event planning

RELATED STUDENT EXPERIENCES AT CLEMSON UNIVERSITY

- Graduate Assistant, Health Education Office (August 1992 to May 1994)
- Orientation Ambassador, Student Development Office (May 1993 to August 1993)
- Student Maintenance and Repair Team, Housing Office (Summer 1990, Summer 1991, Summer/Fall 1992)
- Resident Assistant, Housing Office (1989-90 and 1990-1991 academic years)

SELECTED WORKSHOPS AND TRAINING ATTENDED AT PENN STATE UNIVERSITY

- *Active Shooter on Campus*. Tabletop scenario presented by Penn State Police Services, 12/2008
- *Emergency Plan Mock Shelter Activation*, Residence Life and Housing, 12/2007 and 4/2008
- *Continuity of Operations Plan Training*, Residence Life and Housing, 8/2007 and 1/2008
- *Working with Millennials*, presentation by guest speaker Neil Howe, 10/2007
- *Understanding the Clery Act*, Presented by the Office of Judicial Affairs, 7/2007
- *Trends in College Student Mental Health*, Presentation by guest speaker Ben Locke, 3/2007

PROFESSIONAL ORGANIZATION INVOLVEMENT

- ACUHO-I National Convention
 - Summer 2008, Orlando, FL.
 - Summer 2003, Las Vegas, NV.
- ACPA/NASPA Joint Convention, Summer 2007, Orlando, FL.
- Big Ten Housing Officers Conference, October 2006, Columbus, Ohio.
- Graduate Student and Faculty Forum, Case Study Judge, February 2002, Clemson, SC.

COMMITTEES AT PENN STATE UNIVERSITY

- Access Operations Team, Fall 2008 to Fall 2009
- Fire Safety Committee, chair, Fall, 2001 and Fall 2008 to Fall 2009
- Area Coordinator Search Committee, co-chair, Fall 2008 to Fall 2009
- Fred Fotis Scholarship Selection Committee, Spring 2004 to Fall 2009
- Cultural Lounge Committee, chair, Fall 2003-Summer 2008
- Tunnel of Oppression Planning Committee, Fall 2005-Spring 2006
- MACUHO Placement Conference, Penn State Interview Team, 2004, 2005, 2006
- Director of Student Affairs Research and Assessment Search Committee, Summer 2003
- North Halls Renovations Work Group, Fall 2003
- Orientation Committee, chair, Fall 2001, Spring 2002
- Fred Brand Jr. Awards for Excellence in Teaching and Advising, Selection and Planning Committee, Spring 2000, Spring 2001

SELECTED HONORS

- Program of the Year, 2005—*Gallery Talk: Photo-narratives of Sexual Assault at Penn State*, with student photographer Lindsay Keiter and feminist poet and sexual assault advocate Dora McQuaid.
- Inducted to National Residence Hall Honorary, Nittany Chapter, Spring 2004
- Awarded honorary lifetime membership to Phi Beta Lambda Business Fraternity, Spring 2001
- Presented service award by Penn State Business Roundtable, Fall 2000

ORGANIZATION ADVISING

- West Halls Residence Association, Fall 2003 to Fall 2009
- Unitarian Universalist Students, Penn State, Fall 2000 to August 2007
- North Halls Association of Students, Penn State, Fall 1998-Spring 1999, Fall 2001-Spring 2003
- Phi Beta Lambda Business Fraternity, Penn State, Fall 1999 to Fall 2002
- Phi Chi Theta Business Fraternity, Penn State, Spring 2000 to Summer 2001
- Business Roundtable, Penn State, Fall 1999 to Fall 2000
- Business Student Council, Penn State, Fall 1999 to Spring 2001
- Nittany Community Association, Penn State, Fall 1995 to Summer 1998

EDUCATION

Master of Education, Counseling and Guidance Services

(Student Affairs in Higher Education concentration)

Clemson University, 8/1994

Bachelor of Arts, Political Science

(Minor: Administration)

Clemson University, 12/1991

CONTINUING EDUCATION CERTIFICATES AND PROGRAMS

- **Life Purpose and Career Coach Certification**, Life Purpose Institute, 2/2010
- **Emergency Shelter Operations Training**, Red Cross, 9/2006
- **Management Institute**, the Pennsylvania State University, 12/2005
- **Mastering Supervision**, the Pennsylvania State University, 5/2003

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PRESENTATIONS & PUBLICATIONS

SELECTED PRESENTATIONS

- Cook, S. (2008, November) *Living In: Your Financial "Head Start."* Presentation at MACUHO Student Staff/Live-in Conference, University Park, PA.
- Agnew, S., Alexander, L., Burget, A., Cook, S., and Rimpfel, C. "*Want a Career in Student Affairs?: How to Make It Happen.*" Presentation at MACUHO Student Staff/Live-in Conference, University Park, PA.
- Cook, S. (2008, June) *Developing Your Own "Brand" of Diversity Programming.* Presentation at ACUHO-I Annual Conference, Orlando, Florida.
- Cook, S. (2007, October) *Multicultural Programming for Residence Life.* Presentation at Residence Life multi-campus retreat, Penn State Berks Campus, Berks, PA.
- Cook, S. and Shadowens, T. (2006, November) *Advising Student Organizations.* Presentation at Residence Life multi-campus retreat, Penn State Hazleton Campus, Hazleton, PA.
- Cook, S. (2005, November) *Fast Friends: Conducting a Speed Meeting Program.* Presentation at MACUHO Resident Assistant Conference, University Park, PA.
- Cook, S. (2004, November and 2005, January) *National Study of Living-Learning Programs: Penn State Results.* Presentations to faculty, staff and student leaders involved in special living options (November) and Residence Life staff (January), University Park, PA.
- Cook, S., Keiter, L., and McQuaid, D. (2004, November and December) *Photo-narratives of Sexual Assault at Penn State.* Presentations and Gallery Talks for Cultural Lounge Program Series, University Park, PA.
- Cook, S. (2002, November) *The Mindful Leader.* Presentation at MACUHO Resident Assistant Conference, University Park, PA.
- Cook, S. and Hayes, Rev. M.W. (2001, September) *Resources for Dealing with Tragedy.* Presentation to Unitarian Universalist Students, University Park, PA.
- Cook, S. (2001) *Creating a Resume that Works for You.* Presentation to Phi Chi Theta Business Fraternity, University Park, PA.
- Cook, S. (2000) *Dealing with Discrimination in the Job Search Process.* Presentation at Phi Beta Lambda State Conference, State College, PA.
- Cook, S. and Merson, D. (2000, January) *You: Agent to the Universe.* Presentation at the AT & T Service Leadership Conference, University Park, PA.

ASSESSMENT PROJECTS AND REPORTS AT PENN STATE UNIVERSITY

- *National Studies (Available at <http://www.sa.psu.edu/rl/assessment/default.shtml>)*
 - (1999, 2000, 2002, 2003). ACUHO-I/EBI Resident Assistant Study
 - (2000, 2001, 2002, 2003). ACUHO-I/EBI Resident Satisfaction Study
 - (2004). National Study of Living/Learning Programs
- *Penn State Surveys (Available at <http://www.sa.psu.edu/rl/assessment/default.shtml>)*
 - (2004) First Year Experience Special Living Options Survey
 - (2004, 2005) Resident Exit Survey
 - (2004) Community Assistant Evaluation Survey
 - (2002, 2003) Resident Assistant Evaluation Survey
- *Annual Reports (Available at the URLs listed.)*
 - (2003-04) Office of Residence Life. At <http://www.sa.psu.edu/Shared/sp0304/rl.pdf>
 - (2002-03) Office of Residence Life. At <http://www.sa.psu.edu/Shared/sp0203/rl.pdf>
 - (2001-02) Office of Residence Life. At <http://www.sa.psu.edu/Shared/ar0102/rl.pdf>
 - (1998-99) Office of Residence Life. At <http://www.sa.psu.edu/Shared/ar9899/rl/toc.htm>

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PRESENTATIONS & PUBLICATIONS, PAGE 2

SELECTED MARKETING CAMPAIGNS & PUBLICATIONS AT PENN STATE

- *For the Office of Residence Life:*
 - (2007,2008, 2009). *Pawcast Central*. [Podcasting Project].
 - (2007, 2008). *Paws. Reflect. Show Some Respect*. [Diversity marketing campaign.]
 - (2006, 2007). *We are Each a Piece to a Bigger Puzzle*. [Diversity marketing campaign.]
 - (2006, 2007, 2008). *Race Against Racism 5K*. [Marketing campaign.]
 - (2006) *What are Cultural Lounges?* [Brochure].
 - (2005, 2006, 2007, 2008) *Cultural Lounge Movie Series*. [Poster campaign]

- *For the Smeal College of Business Student Organizations Office:*
 - (2000, 2001) *Involvement Opportunities in the Smeal College*. [Brochure].
 - (1999, 2000, 2001) *Student Organizations in the Smeal College*. [Department web site].

ARTICLES BY

Cook, S. (2000, September 25) *Proliferation of Campus Clubs: Too Much of a Good Thing?*
Response to *Colloquy* Question of the week at *the Chronicle of Higher Education* website. Archived at
<http://chronicle.com/colloquy/2000/proliferation/proliferation.htm>

Cook, S. *Living with, getting along with, and adjusting to...roommates*. Advice article posted at
ResidentAssistant.com. Retrieved December 17, 2008 from
<http://www.residentassistant.com/advice/roommate/livingwithothers.htm>

ARTICLES QUOTED IN

Akers, C.R. (2007, May/June) *The Prescription for Prescriptions. The Talking Stick*. Columbus, OH: Association of
College and University Housing Officers-International.

Kessler, L. (2001, September) *Worried About Being All Alone On Campus? Join a Club, and Your Concerns Will Be
History* Article on the CollegeBound Network at [http://www.collegebound.net/newsclick_archives/
09-01newslick/expertadvice.html](http://www.collegebound.net/newsclick_archives/09-01newslick/expertadvice.html)

BLOGGING

REGULAR CONTRIBUTOR TO:

- HIGHER ED LIFE COACH AT HIGHEREDLIFECOACH.COM
- HIGHER ED CAREER COACH AT HIGHEREDCAREERCOACH.COM
- THE STUDENT AFFAIRS COLLABORATIVE AT THE SABLOGGERS.ORG