

EMILIE K. HOFFMAN

EDUCATION

Master of Arts in Higher Education and Student Development 2017
Taylor University, Upland, Indiana
GPA: 4.0 / 4.0

Bachelor of Science in Nursing and Addictions Counseling 2011
Indiana Wesleyan University, Marion, Indiana
John Wesley Honors College Scholar
GPA: 3.76 / 4.0

PROFESSIONAL EXPERIENCE

Coordinator of New Student Orientation 2022 - PRESENT
Taylor University

- Provide overall direction and leadership to the university's orientation program
- Selects and trains new student orientation student staff
- Plans and administers training for new student orientation leaders prior to the beginning of the new school year
- Coordinates Welcome Weekend events for parents and new students
- Serves as a liaison and collaborates with other areas of the university and community on matters related to the new student orientation program

On-Site Director of the Irish Studies Programme 2017 - 2021
Taylor University

- Facilitated a holistic semester study abroad program that fostered reflective, experiential learning in the cross-cultural setting of Greystones, Ireland
- Responsible for student development and residential life including student leadership, student conduct, student activities, spiritual formation, and program operations
- Mentored students in cultural adjustment and providing pre-departure, on-site, and post-experience debriefing
- Oversaw administrative functions including program budgeting and curriculum planning
- Implemented academic program, liaised with faculty, and coordinated site visits
- Taught *Living Cross Culturally* and *Hill Climbing* courses for students on site
- Responded to student care needs, including health emergencies, managing personal crises, and navigating liability as needed
- Strengthened community relations for the program by developing relationships with partner organizations to provide student service-learning opportunities
- Implemented a regular cycle of assessment and subsequent adjustments of courses, curricula, and program activities

Program Graduate Assistant for the Department of Higher Education 2015 - 2017
Taylor University

- Served the program chair in the administration of the Master in Higher Education (MAHE) department and supported current graduate students and alumni
- Assisted in the marketing and admissions process for the program through on-going communication with prospective students, coordinating campus visits, creating the first virtual webinar session, conducting admissions interviews, and implementing assistantship interview day
- Collaborated with the department in facilitating regular assessment of academic program and implementing improvements

Resident Director of Empower Institute

JULY 2016

Taylor University

- Managed daily student activities, residence hall life, and logistical support for the Empower Institute, a three-week theology and vocation program
- Supervised and equipped five undergraduate student leaders to facilitate theological reflection and vocational exploration
- Served as primary resource for fifteen urban, high school students in dealing with conflicts, personal and emotional problems, and diversity concerns
- Performed student conduct meetings and responded to campus crisis situations, including medical and mental health emergencies

Summer Research Fellow

Summer 2016

Vocation in College Project

- Conducted quantitative and qualitative research as part of a multi-phased research project studying college students and calling
- Assisted research directors with special initiatives in developing vocational resources

Advocacy and Welfare Services Manager

2013 - 2015

University of Canterbury Students' Association

- Oversaw daily operations for academic, financial, and other student support services to over 3,000 university students each academic year
- Supervised seven team members, including weekly team meetings, bimonthly one-on-one meetings, and biannual employee evaluations
- Conducted individual student case-management and advocacy in academic progress and disciplinary hearings
- Maintained budget for Advocacy and Welfare team as well as conducted monthly assessments and prepared quarterly reports on services
- Liaised with university on broader academic or student issues as well as advocated policy reform
- Managed budgeting, rosters, booking system, and assessment measures for UCSA Subsidized Dental Clinic, a service providing check-ups and treatment to more than 1,000 students each academic year

Assistant Resident Hall Director

2009 - 2011

Indiana Wesleyan University

- Assisted the Resident Director with leading a residence hall, one year for 150 female freshmen and one year for 350 co-ed upperclassmen
- Supervised and mentored resident assistants, other hall leaders, and residents to promote Christian community within hall
- Responded to student conduct issues, mental health crises, and other general inquiries within the residence community

TEACHING**Course Instructor | Taylor University**

2018 - Present

- ISP200: Hill Climbing
- ISP320: Living Cross Culturally

Teaching Assistant | Taylor University

2016 - 2017

- IAS110: Foundation of the Christian Liberal Arts
- IAS370: The Courage to Learn (*Senior Capstone*)

Educational Theses

Hoffman, E. K. (2017). *Inseparable Faith: Exploring Manifestations and Experiences of Faith-Work Integration in Young Alumni from a Christian University* [Master's thesis, Taylor University]. Pillars: TU Institutional Repository. <https://pillars.taylor.edu/mahe/90>

Hoffman, E. K. (2011). *An Ethnographic Study of Brooks Residential College at Baylor University* [Unpublished undergraduate thesis]. Indiana Wesleyan University.

Research Projects

Gaier, S. E., & Crist, A. T. (2016). The courage to learn: Helping students choose to be the active agent in their learning.

Moser, D., & Fankhauser, J. (2015). The vocation in college project.

Research Grants

NASPA Region IV-E Research and Assessment Grant: Gaier, S. E., Crist, A. T., & Hoffman, E. K. (2016). Cognitive maturity in learning assessment.

Presentations & Publications

Hoffman, E.K., & Hoffman, L. R. (2018). James K. A. Smith's Awaiting the king: Reforming public theology. *Christian Higher Education*, 17(5), 325-327.
<https://doi.org/10.1080/15363759.2018.1500835>

Riedel, K. D., Hoffman, E. K., & Martin, J. L. (2018). Teaching students to care for themselves. In T.W. Herrmann, K. D. Riedel, E. K. Hoffman, J. L. Martin, K. A. Yordy, & H. M. Pick (Eds.), *A calling to care: Nurturing college students toward wholeness* (pp). Abilene Christian University Press.

Herrmann, T. W., Riedel, K. D., Hoffman, E. K., Martin, J. L., Yordy, K. A., & Pick, H. M. (Eds.). (2018). *A calling to care: Nurturing college students toward wholeness*. Abilene Christian University Press.

Hoffman, E. K. (2017). Grit: The Power of Passion and Perseverance. *Growth: The Journal of the Association for Christians in Student Development*, 16(8), 76-79.

Hoffman, E. K. (2017). *Perceptions and manifestations of faith-work integration in graduates from a U.S. faith-based university* [Conference presentation]. 2017 Dalton Institute on College Student Values, Tallahassee, FL, United States.

Hoffman, E. K. (2016, December 6). *Perceptions and manifestations of faith-work integration in graduates from a U.S. faith-based university* [Conference presentation]. Society for Research Into Higher Education 2016 Newer Researchers Annual Conference, Newport, South Wales, United Kingdom.

Crist, A. T., & Hoffman, E. K. (2016, October 27-29). The courage to learn: Teaching dispositions to maximize student learning [Conference presentation]. 2016 Baylor Symposium on Faith and Culture, Waco, TX, United States.

Hoffman, E. K. (2016, June 7-9). *Exploring the integration of faith and work: Reflections of a young graduate's first work experiences* [Conference presentation]. Association for Christians in Student Development 2016 Conference, Wenham, MA, United States.

Gaier, S. E., Crist, A. T., & Hoffman, E. K. (2016). Calling and equipping students into the wonderful world of learning. Presentation for the Bedi Center for Teaching and Learning Excellence, Upland, IN.

Herrmann, T. & Trudeau, S. (2016). Growth: The journal of the Association of Christians in Student Development. Peer reviewer.

Schrock, E. K. (2011). *An ethnographic study of Brooks Residential College* [Presentation]. 2011 Celebration of Scholarship at Indiana Wesleyan University, Marion, IN, United States.

UNIVERSITY & PROFESSIONAL INVOLVEMENT

Current & Past Memberships

- ACSD: Association for Christians in Student Development
- NAFSA: Association of International Educators
- NASPA: Student Affairs Professionals in Higher Education
- SRHE: Society for Research in Higher Education
- The Forum on Education Abroad

The Placement Exchange (TPE) Ambassador 2015 - 2016

- Served as a liaison and resource for graduate students at Taylor University who attended The Placement Exchange
- Communicated professional development and job opportunities for current students preparing for a job search

Taylor University Honors Guild International Trip Co-leader January 2016

- Supervised 36 first-year students studying in Italy for two weeks

Racial Reconciliation Living Learning Community Proposal January 2016

- Researched and drafted a living learning community proposal for the Office of Intercultural Programs at Taylor University

RELATED EXPERIENCE

Small Group Leader | College Wesleyan Church 2015 - 2017, 2020 - Present

Church Volunteer | Greystones Nazarene Church 2018 - 2020

Volunteer | Coolnagreina Young Women Christian's Association (YWCA) 2018 - 2020

Suicide Bereavement Group Facilitator | The Well Church 2013 - 2015

Connections Ministry Leader | The Well Church 2012 - 2015

Healthcare Assistant | Settlers Health Centre 2012 - 2013

Registered Nurse | Princeton Healthcare Systems 2011 - 2012

References available upon request