

DR. JUSTIN MALLET

1619 N. Ray Avenue
Maryville, MO 64468

Phone: (715) 254-7656
jmallett@nwmissouri.edu

- Objective** To become the Director of Diversity and College Access at the University of Wisconsin-Stevens Point.
- Education**
- Doctorate of Education: **EDUCATIONAL LEADERSHIP**, 2012
Edgewood College, Madison, WI
- Master of Arts Degree: **COMMUNICATION**, 2007
University of Wisconsin-Stevens Point (UWSP), Stevens Point, WI
- BS, May 2005
University of Wisconsin-Stevens Point (UWSP), Stevens Point, WI
Major: **COMMUNICATION EMPHASIS: PUBLIC RELATIONS**
Minor: **COACHING**
- Dissertation Topic:** Kanter's Theory of Tokenism and the Socialization of African-American Students at Midwestern University.
- Experience:**
- Office of Diversity, Equity and Inclusion, Northwest Missouri State July 2017-Present
DIRECTOR. Provide academic, social and personal support for all underrepresented populations. Supervise the Student Engagement Center. Provide social justice training for faculty and staff through Social Justice Institute. Prepare and oversee \$500,000 annual budget. Supervise two staff members and six student workers. Create programming for various heritage months and celebrations.
- Help university reach record high in recruitment and retention of domestic minority students in an academic year.
 - Restructured policy to help eliminate barriers affecting the retention of minority students.
 - Collaborate with various departments to make resources readily available to minority students attending Northwest Missouri State University.
- American Intercultural Center July 2014-Nov. 2016
DIRECTOR. Provided academic, social and personal support for domestic minority students. Supervised the American Intercultural Center. Made presentations to faculty and staff on diversity and inclusion. Prepared and monitored a \$400,000 budget. Worked with all underrepresented populations. Supervised three staff members and five student workers.
- Created programs for faculty, staff and students related to diversity, inclusion and social justice issues.
 - Presented workshops and trainings on diversity and inclusion to faculty and staff.
 - Led Diversity Task Force and Chancellor Inclusive Excellence Committee
 - Provided consultation to faculty and campus leaders to address diversity issues
 - Provided assessment on campus climate and academic success of minority students
 - Managed and analyzed annual diversity and inclusion activities

Office of Diversity and Multicultural Affairs, Illinois College. May 2012-July 2014

DIRECTOR. Provided support to domestic minority students and international students. Supervised and directed the Multicultural Educational Center. Made presentations to faculty and administrators on inclusive excellence. Taught a First-Year Seminar class on Diversity and Multiculturalism. Prepared and monitored a \$15,000 budget.

- Established and advised the Black Student Union and Coalition for Ethnic Awareness
- Represented college on university committees such as Early Intervention Group
- Created assessment tool to examine socialization and retention of minority students
- Formed relationships with local chapter of NAACP and Rotary to help aid in the success of minority students attending a predominantly White institution.
- Created Safe Zone Training Program and diversity training program for faculty, staff and students.

Admissions Office, UWSP

July 2007-May 2012

ADMISSIONS COUNSELOR. Advised high school counselors and prospective applicants regarding the admission application process, UWSP admission requirements, and options for gaining admission to UWSP. Assisted in reviewing new freshman admission applications by completing a comprehensive review of new freshman application files. Made presentations to prospective students and parents regarding UW-Stevens Point. Traveled to high schools all over Wisconsin, primarily in the fall.

- Placed in charge of minority recruiting in the Madison, WI area during first year on the job
- Helped with Multicultural Leadership camp and other minority recruiting camps put on through our Admissions Office
- Represented UWSP at counselor workshops throughout the state of Wisconsin
- Served on committees related to the retention of students and faculty of color

New Student Orientation, UWSP

June 2006-May 2012

COORDINATOR OF NEW STUDENT ORIENTATION. Corresponded with and advised academic departments regarding orientation programs. Created orientation information brochures and supervised their distribution. Created and maintained orientation web site. Processed 1500-1600 orientation reservations. Helped train 12-16 student orientation leaders.

- Created yearly orientation booklet to eliminate mass paper consumption and easier access to information for new students and parents.
- Worked with multiple departments and administration in a fast-paced work environment which required a strong ability to multi-task daily
- Created assessment tool to find out student and parent satisfaction with our orientation program

Skills:

- MS Office Suite (Word, Excel, PowerPoint, Access)
- Web page development (Dreamweaver and SharePoint) and maintenance
- Adobe Acrobat Software experience
- Strong public speaker
- Proven interest in recruitment and retention of diversity students

Memberships &
Affiliations

- Northwest Missouri State Extended Leadership Team Member 2017-Pres
- Admissions and Advanced Standing Committee Member 2017-Pres
- Rotary Club Member 2013-Pres
- Phi Beta Sigma Advisor 2018-Pres
- City of Green Bay Police and Fire Commission 2015-17
- City of Green Bay Ethics Committee 2015-17
- City of Green Bay Affirmative Action Committee 2015-17
- UW-Green Bay Inclusive Excellence Committee 2014-17
- UW-Green Bay Invent the Future Committee Member 2014-17
- Wisconsin Orientation Directors Association Member 2007-2012
- Wisconsin Association of Collegiate Registrars and Admissions Officers 2007-2012
- WACRAO External Relations Committee Member 2007-2012
- Black Student Union Advisor 2007-2008
- UWSP Plan 2008 Committee Member 2005-2008