June 5, 2023

Attention: Selection Committee
College of Liberal Arts & Sciences
University of Florida

Dear Selection Committee,

Please accept this letter as my formal interest in the Director position for the Beyond 120 program in the College of Liberal Arts & Sciences at the University of Florida. With over 10 years of progressive full-time experience in public, private and international universities, my broadened understanding of connecting career design, professional development, and research with a student’s unique abilities and motivations for work, citizenship, and life has continued to increase my passion for working in higher education. In addition to my commitment for experiential learning, I am committed to clarity in vision and expanding the notoriety and capacity of the Beyond 120 program. My goal as the Director for the Beyond 120 program would be to continue building a successful team, co-create a strong vision and brand for the department, deepen university partnerships, and serve as an integral place in CLAS where students can experience and reflect on how they can contribute meaningfully through work, being part of a group/community, and in their life. Highlighted below are select proficiencies that will contribute to serving as the Director of the Beyond 120 program:

- **Strategic Vision & Supervision**: Collaborative leader focused on establishing clarity of vision, amplifying strengths of a team, and identifying strategic opportunities that build alignment with college and university priorities. Directly supervise 4 full-time employees with oversight of 2 graduate assistants and 60+ student assistants and program leaders.

- **Career Design & Professional Development**: Created intentional, theory-based programming focused on transformative experiences that deepen self and community awareness to move students through both NACE competencies and the arc of leadership identity development. Awarded the Career Connections Career Influencer Award (2020) and NASPA Excellence Award (2021) for leadership development curriculum and programs.

- **Experiential Learning**: Incorporate learning outcomes, pre-education, tangible experiences, ongoing reflection, and opportunities for action into all service-learning and community engaged programming. Establish $30,000 in local microgrants for student experiential learning opportunities in addition to local service, Florida Alternative Breaks, and year-long fellowships.

- **Partnerships**: Collaborate with and maintain mutually beneficial relationships with University departments, faculty, and community to increase capacity for the Brown Center. Notable partnerships include deepening civic engagement efforts with the Bob Graham Center for Public Policy, embedding dialogue into leadership efforts within Housing & Residence Education, and partnering with over 40 non-profit organizations in Alachua County.

Whether with students or professionals, I seek to increase capacity by guiding others into a deeper understanding of who they are, and guiding application of their increased world understanding within their personal context. I believe every student has a unique journey and it’s imperative to explore real-world environments to increase development and challenge themselves. Personally, I value authenticity, exploration, and connecting with others and I strive to bring that into my daily work. Thank you for your time and consideration. I wish you the best of luck in your search process and look forward to hearing from you to discuss this position further.

Sincerely,

Taylor Stokes
TAYLOR STOKES

EDUCATION

May 2022
Doctor of Philosophy, Agriculture Education & Communication: Leadership Education
Dissertation: Understanding how university organizational structure impacts leadership development for college students
Graduate Certificate, Teaching & Learning
Graduate Certificate, Leadership Education
University of Florida, Gainesville, FL

May 2011
Master of Arts, Educational Leadership/ Higher Education
University of Central Florida, Orlando, FL

May 2009
Bachelor of Science, Sports & Fitness
University of Central Florida, Orlando, FL

PROFESSIONAL EXPERIENCE

David & Wanda Brown Center for Leadership & Service, University of Florida, Gainesville, FL, 2015-present
Interim Director (2022-present), Associate Director (2021-2022), Assistant Director (2015-2020)
Collaborative administrator providing strategic coordination and oversight for leadership development and service-learning programs for adult learners. Assess organizational leadership development efforts and focus on building capacity for learners to be lifelong, civically engaged leaders. Supports the organization with leadership and service-learning training and development for departments and unit groups in addition to creating and implementing curriculum-based leadership and service programs.

- Leadership & Supervision: Provide strategic visioning, management, and oversight for the Brown Center for Leadership & Service. Supervise 3 full-time employees, 1 graduate student, student assistant staff. Lead strategic vision to expand state, national, and global presence.
- Budget: Manage approximately $700,000 budget from multiple sources (student fees, state support, auxiliary, foundation) including oversight and future forecasting
- Programming: Oversee experiential service-learning (international and domestic), dialogue programs, LeadUF (NASPA Excellence Award), Path to Purpose advanced leadership cohort, LeaderShape experiences, service learning panels, Presidential Service Awards, leadership and service presentations, and leadership teams. Created and implemented community-engaged service-learning grant programs.
- Risk Management: Work closely with stakeholders including International Center, General Counsel, Risk Management Services, Environmental Health & Safety, and Youth Compliance to ensure initiatives follow appropriate state and local mandates, organizational risk management protocols, and additional measures that ensure safety and security of participants.
- Partnerships: Foster mutually beneficial partnerships with over 30 community organizations in Alachua County for the purpose of civic engagement and/or service-learning. Established relationships with stakeholder units including Government & Community Relations, Office of Collaborative Initiatives, and Center for Entrepreneurship & Innovation.
- Leadership Development: Provide vision for a comprehensive and shared student leadership development curriculum framework for the organization with goals to provide curriculum guidance for leadership development programs.
- Adult Learners: Develop and conduct intentional service and leadership oriented curriculum for adult learners in collaboration with community partners to enhance leadership development, community and civic engagement, and service-learning. Develop, utilize, and analyze assessments and research to inform or support both student learning and management decisions, and ensure integration into operational processes

Deputy Project Manager, Department of Chemistry, University of Leicester, Leicester, UK, 2014-2015
Serve as Project Manager for business engagement innovation centers (GMES-Space Technology Exchange Partnership, Innovation through Research Support Accelerator). Fostered relationships with University departments,
Faculty, STEM companies, UK Universities and University students to organize, plan and implement engagement events. Maintain compliance with all European Regional Development Fund documentation and standards.

- **Student Engagement**: Increased student participation by 50% in flagship event; collaborated with 38 UK Universities and 20 companies participating in career fair
- **Marketing**: Develop marketing strategy targeting leading industry companies to attend as exhibitors and delegates; Manage all aspects of event including partnerships, publicity, registration, website, and logistics
- **Student Accommodation/Housing**: Presented on housing community development models for the Association for Student Residential Accommodation (UK, 2015); Served as consultant for University Accommodation Managers on student development and best practices
- **Publications**: Create and publish end of project publication: *Satellite Data to Practical Data: G-STEP 2009-2015*
- **Budget**: Manage budget in excess of $15,000
- **Registry Support**: Verify immigration status and University eligibility at the visa checkpoint; Work with Student Operations team to answer inquiries and offer student support

**Area Coordinator, Housing & Residence Life, University of Central Florida, Orlando, FL, 2011-2014**

Responsible for developing strong residential communities in line with departmental mission, forming relationships with professional staff, students and campus partners, supervising and providing the vision for learning and curricular development in area. Provide mentoring, basic counseling, and referral to students in areas of academic, personal and social needs. Facilitate educational and social programming based on student development needs. Coordinate educational and social staff development opportunities for both professional and graduate level staff. Supervise coordination of check-in/check-out for incoming and outgoing residential students. Monitor and communicate concerns related to facilities such as cleaning service, maintenance and keys.

- **Administration & Supervision**: Supervise, select, train and evaluate 1 full-time Program Assistant, 3 Graduate Coordinators and 40+ student staff members (Resident Assistants, Office Assistants, Overnight Desk Staff); Manage the daily operation of 1000+ bed residence community, up to 6 buildings of first year students (2011-2012), upperclassmen (2012-2014) and graduate students (2014). $12,000 budget management
- **Policy Development**: Created and implemented policies and procedures for new building, formalized standard operating procedures for 600 bed community, worked closely with facilities management to establish policies and find creative solutions, member of Community Standards Committee to issue and adopt formal changes to the Community Living Guide
- **Crisis Management**: Participate in on-call crisis response for 11,000 students
- **Student Conduct**: Serve as hearing officer for student conduct and administer educational sanctions
- **Occupancy Management**: Oversee room placement, assignments and room changes for 1,000 bed community
- **Assessment**: Member of Strategic Assessment & Learning Team for UCF Student Development Enrollment Services; Oversaw assessment of 2 departments for accreditation purposes through the Southern Association of Colleges and Schools
- **Public/Private Housing Partnerships**: Opened and supervised affiliated properties, responsible for building partnerships with owners, UCF Foundation, UCF Athletics Association, faculty and community partners
- **Leadership Development**: Designed and implemented Residential Leadership Institute for incoming students, established and created curriculum for cultural and belief based Living Learning Community.

**Orphan Empowerment Program Volunteer, Panua, Naivasha, Kenya, May-September 2011**

- **Assessment**: Created and implemented measurement tool to evaluate the livelihood of orphans in the program
- **Partnership Building**: Facilitated collaboration between Africa Nazarene University and Rollins College to aid in research and development
- **Marketing & Social Awareness**: Increased community support and knowledge through creation of presentations and marketing materials; Researched, wrote and awarded grant for Kenyan Women’s Empowerment Conference

**Hall Director, Office of Residential Life, Rollins College, Winter Park, FL, 2009-2011**
• **Supervision & Administration**: Managed traditional residence halls housing 200 students, supervised and evaluated 8 Resident Assistants; Oversaw pertinent records of the residence halls such as programming, budgeting, opening and closing; Responsible for room inventory system, distribution and collection of room condition forms for assigned buildings

• **Crisis Management**: Participated in a weekly on-call schedule for campus of 1,250 students; Coordinated the building duty schedule

• **Assessment**: Created assessment tools for evaluation of departmental functional areas such as learning outcomes, program outcomes, attendance at programs, staff training and resident satisfaction

• **Website Management**: Created online programming resource page for student staff, assisted in website maintenance

**Academic Mentor,** *Academic Services for Student Athletes, University of Central Florida, Orlando, FL, 2008-2009*

• **Retention**: Researched Conference-wide standings in academics, Monitored University student-athlete services and graduation rates

• **Eligibility**: Compiled University and Conference-wide academic eligibility records; Monitored academic progress of student-athletes and NCAA compliance

• **Student Success**: Supervised students in time management, organizational skills, study hall attendance and tutor appointments; Set appropriate academic goals and objectives

**SELECT PROFESSIONAL ASSOCIATION PRESENTATIONS**

Stokes, T., Lunzman, C., & Stedman, N. (2022, October). *Using organizational frames to contextualize leadership learning in higher education.* Presented at the International Leadership Association in Washington, DC.

Stokes, T., Penn, K., & Kennymore, J. (2022, March). *The intersection of health, wellness, and leadership in leadership development curriculum.* Presented at the National Association of Student Personnel Administrators Annual Conference in Baltimore, MD.


Stokes, T., Simon, A. (2017, November). *We’re all in this together: Creating opportunities for collaboration to enhance career readiness initiatives.* Presented at the National Association of Student Personnel Administrators Florida Drive-In in Gainesville, FL.

Stokes, Taylor. (2015, April). *Promoting community development: USA and UK practices of creating a healthy environment for student success.* Presented at the Association for Student Residential Accommodation National Conference in Wales, United Kingdom.


**UNIVERSITY COMMITTEE MEMBERSHIP**

Quest 3/Experiential Learning Leadership Committee, Campus Wide, University of Florida, 2023-present

Service & Learning, Campus Wide, University of Florida, 2020-2021

Risk Management, Student Life, University of Florida, 2021-present

Leadership Working Group, Chair, Student Activities & Involvement, University of Florida, 2018

Healthy Civic Campus & Community Grant, Bob Graham Center, University of Florida, 2016

Graduate Orientation, Division of Student Affairs, University of Florida, 2016, 2017
Chair, Residential Leadership Institute, Housing & Residence Life, University of Central Florida, 2013
Strategic Assessment & Learning, Student Development Enrollment Services, University of Central Florida, 2013-2014
Student Staff Training, Housing & Residence Life, University of Central Florida, 2011-2013
Community Standards, Housing & Residence Life, University of Central Florida, 2013
Sustainability, Housing & Residence Life, University of Central Florida, 2013-2014
Martin Luther King Celebration, Division of Student Affairs, Rollins College, 2010

AWARDS, HONORS & PROFICIENCIES
National Association of Student Personnel Administrators Excellence Bronze Award, LeadUF, 2022
Inclusive Excellence Programming Award, ChangeMakers Dialogue, 2022
Champions for Change Sustainable Program Award, Florida Alternative Breaks, 2022
Career Connections Center Influencer Award, 2020
National Association of Student Personnel Administrators, 2009-2020, Student Leadership Program Knowledge
Community Leadership Team, Award and Spotlight Series Co-Chair, 2016-2019
Myers-Briggs Type Indicator Certified Facilitator, 2016
Association of College and University Housing Officers International, 2012-2015, Student Leadership Advisors
Community Co-Champion 2015, Program Committee, 2013-2015
Finalist, Outstanding New Professional, Student Development & Enrollment Services, University of Central Florida, 2014
Regional Entry Level Institute Graduate, SEAHO, Emory University: Atlanta, GA, 2013
Area Council Advisor of the Year, University of Central Florida, 2013
Student Personnel Association, Professional Development Chair, University of Central Florida, 2009-2010
SAFE ZONE and ALLY certified 2009, 2012
Certified Conflict Resolution Mediator 2010
NASPA State Drive-In Case Challenge Competition, 3rd Place, 2010
Master’s Case Challenge Competition, Winner, University of Central Florida, 2009
National Collegiate Rowing Coaches Association Scholar-Athlete Award, 2009

TEACHING EXPERIENCE
University of Florida
EDA 4920, Active Citizenship (Fall 2020, 2021)
- Develop skills in critical thinking and facilitation necessary to successfully lead a group of peers on an extended service trip.
- Articulate the impact of power and privilege in social issues to better understand the root causes of how it effects potential social change.
- Create and lead reflections that stimulate self-awareness. understand theoretical frameworks of leadership as they relate to social change and the importance of capacity building, social justice education and its interconnection with community engagement work.
- Articulate the importance of risk management education as it relates to leading and implementing a FAB service immersion experience.

EDA 4930, Fraternity/Sororities Communities & Leadership (Spring 2019)
- Understand the historical contexts of Greek-lettered organizations and how it has shaped modern fraternities and sororities.
- Create solutions to major issues facing fraternity and sorority communities.
- Analyze the four core values of the Florida Greek Community: scholarship, leadership, service, and community.
- Identify various leadership theories and practice and apply personal leadership styles to organizational management.

EDH, 6947, Practicum in Student Personnel, Practicum Advisor (Fall 2018)
- Directed application of leadership theory to a large undergraduate leadership development program
- Supported and guided leadership curriculum, planning and implementation
- Supervised the creation and evaluation of leadership program assessments
AFS, 6905, Internship Advisor (Fall 2018)
- Identify and practice general skills necessary to support undergraduate students leading grassroots, community development projects including strategies for individual advising
- Guide development and implement of Projects for Peace workshops
- Facilitate implementation of program assessment and review, and create proposals for improvement
- Supervised and mentored 3 interns

SLS 1102, First Year Florida (Fall 2017)
- Assist 20 first time in college students to identify ways to navigate the college campus
- Direct students in developing an awareness and respect for being a part of a diverse global community.
- Connect students with faculty, staff, and resources at the University of Florida that contribute to their personal and educational goals.
- Facilitate discussion with an emphasis on reflection, critical thinking, personal well-being, and enriching educational opportunities within and outside the classroom.
- Supervised and mentored 1 peer leader

University of Central Florida
LDR 2001, Foundations of Leadership, Instructor (Fall 2013)
- Facilitate dialogue on the evolution of leadership theories
- Engaged students in self-assessment of leadership and personal leadership style
- Examined the Social Change Model and the role of service in leadership and change
- Highlight ethical impacts of personal and group decisions as they relate to leadership
- Supervised and mentored two teaching assistants

- Facilitated critical reflection on contemporary leadership theories
- Provided opportunities for application of leadership practices within groups and organizations
- Challenge and support students’ development of new perspectives regarding ethics, diversity and inclusiveness
- Supervised and mentored two teaching assistant peer leaders

HSC 2921, Leadership in Action: Capstone Experience for LEAD Scholars, Teaching Assistant (Spring 2011)
- Aided students in synthesis of a two year leadership development experience
- Engaged students in critical reflection around how the Social Change Model has been implemented in their leadership practice throughout the program

Rollins College
INT 396, Resident Assistant Leadership Skills, Teaching Assistant (Spring 2010)
- Assist 40 first time resident assistants prepare for the role through clarification of the departmental mission, philosophy, position responsibilities and competencies
- Introduced key concepts of intrapersonal development, cognitive complexity, interpersonal abilities, and community development
- Provided opportunities to enhance knowledge and understanding of multiculturalism and social justice