

# PATRICIA E. BANACH

## EDUCATION

**Loyola University Chicago, Chicago, IL**  
Master of Education in Higher Education  
Completed May 2010

**Illinois State University, Normal, IL**  
Bachelor of Science in History Education  
Completed May 2008

## PROFESSIONAL EXPERIENCE

### **Campus Life Coordinator, Office of Campus Life**

**December 2011- Present**

Illinois Institute of Technology, Chicago, IL

- Develop and facilitate new undergraduate/graduate student, transfer student, international student, and family orientation
- Supervise and mentor 20+ orientation leaders for summer orientation and 10+ orientation leaders for spring orientation
- Supervise and mentor a part time professional staff member over the summer (NODA Intern)
- Collaborate with campus partners in the selection and hiring decisions for over 100 student leader positions
- Develop, facilitate and evaluate the training program of orientation leaders
- Collaborate with campus offices and departments to plan their involvement in orientation sessions, including but not limited to Academic Advising, Student Accounting, Registrar, Disability Student Services, Student Affairs Offices, and Academic Units
- Evaluates all orientation programs for student learning outcomes and general student and parent satisfaction
- Facilitate and maintain the Parent Network and Parent Network monthly eNewsletter
- Responsible for coordinating all publications regarding orientation and the Parent Network. Including brochures, postcards, parent handbook, orientation program, and other miscellaneous communication to new students
- Advise and mentor 50+ student organization in regards to organization development, financial management, and event planning
- Facilitate organizational and student growth while developing partnerships and opportunities for co-programming with other offices/department and student organizations
- Act as the Campus Life liaison for new student organizations involved in the approval process
- Plan and assist large scale campus traditional events such as Welcome Week, Involvement Fairs, Family Weekend and Homecoming. Attends events to ensure appropriate coordination and implementation of planning efforts
- Manages contracts for wide-scale campus events and programs and a programming budget totaling over \$150,000
- Coordinates the assessment and evaluation of student organization events and collaborative campus-wide programming efforts
- Serve as a member of the implementation team for the student organization management software, CollegiateLink
- Adjunct faculty member of the Stuart School of Business, teaching part one of Advancing Career and Education course

### **Student Life Coordinator, Office of Student Life**

**December 2010-December 2011**

Illinois Institute of Technology, Chicago, IL

- Advised and mentored the Greek Council, 6 NIC chapters, 1 regional fraternity, 1 NPC chapter, and 2 local sororities
- Served as the primary staff advisor to approximately 40 additional student organizations and the Student Government Judicial Board
- Functioned as the primary Student Life contact for concerns related to facilities management, alumni, national organizations and other constituents in regard to fraternity and sorority life
- Facilitated organizational and student growth while developing partnerships and opportunities for co-programming with other offices/department and student organizations
- Developed and implemented a new student organization process and acted as the Student Life liaison for new student organizations
- Planned and managed large scale campus traditions events such as Welcome Week, Involvement Fairs and Homecoming. Attended all events to ensure appropriate coordination and implementation of planning efforts
- Managed contracts for wide-scale campus events and programs. Coordinated the assessment and evaluation of student organization events and collaborative campus-wide programming efforts

### **Academic Advisor, Academic Affairs**

**July 2010- November 2010**

Illinois Institute of Art- Chicago, Chicago, IL

- Advised and mentored +300 students in the advertising, digital photography, fashion design, and web design programs
- Provided outreach to at-risk students by designing academic success plans that benchmark a student's academic progress
- Collaborated with academic directors and faculty when monitoring student academic progress in order to meet student needs
- Provided proactive and timely outreach, referrals, and intervention with student population through a variety of communication methods with various departments

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## **Greek Affairs Graduate Assistant, Office of Student Activities & Greek Affairs**

**August 2008-May 2010**

Loyola University Chicago, Chicago, IL

- Advised and mentored the Interfraternity Council (IFC), Panhellenic Council (PC), Multicultural Greek Council (MGC), Order of Omega, 3 IFC Chapters, 4 Panhellenic Chapters, 7 MGC Chapters, and 2 NPHC Citywide Chapters
- In absence of Greek Affairs Coordinator, from February 2009-May 2009, I assumed the following responsibilities:
  - Co-managed the office budget of \$10,000 and council budgets of \$20,000 for a total programming budget of \$30,000
  - Hosted Greek Leadership Consultants from chapters' national offices and served as a liaison between them and the university.
  - Created and implemented Loyola's first Fraternity/Sorority Grade Report and Community Service Log
  - Re-designed Greek Life website and communicated with chapter advisors, Loyola faculty and staff, and chapter presidents through weekly Greek Life newsletters.
- Collaborated with Greek Coordinator to plan and facilitate fraternity and sorority recruitment
- Advised student committees in the preparation and execution of Greek Week and Greek Awards
- Assisted in the development and implementation of a Panhellenic, IFC, and Multicultural Greek Judicial Board
- Served on Loyola University Chicago Extension Committee for sororities and fraternities
- Co-Planned and implemented community development initiatives such as grand chapter, presidents' meetings, Greek service days, Greek Retreat, council executive board trainings, Greek Alumni Advisor Training and recruitment workshops
- Served as a member of the implementation team for the new student organization software, Orgsync

## **New Student Programs Graduate Intern, Office of Academic Enhancement**

**August 2009-December 2009**

DePaul University, Chicago, IL

- Researched and assisted in creating a Transfer Year Experience webpage
- Created a monthly Transfer Student e-newsletter that was distributed to all new transfer students
- Analyzed and assessed over 1,500 new student and transfer student orientation surveys
- Assisted in the planning and implementation of a Transfer Student Success Workshop Series
- Conducted an internal evaluation of transfer students' experiences at DePaul
- Collaborated with Commuter Student Programs and Adult Student Services to assess transfer student needs
- Facilitated large group sessions welcoming students parents during Transfer Student Orientations

## **VOLUNTEER EXPERIENCE**

### **Collegiate Regional Membership Specialist, Pi Beta Phi Region 3**

**July 2011 – Present**

- Works with other members of the regional team to assess chapter needs with the region and to help chapters meet the Standards of Excellence as established for chapter performance
- Directs, monitors and educates chapters on member issues both internally and externally and provides leadership in setting goals for success
- Acts as a resource officer in region for chapter vice president of membership and chapter president of communication in matters pertaining to specific officer areas
- Acts as a regional trainer in recruitment and membership areas
- Oversees transition programs, publications, and technology matters in all chapters in region
- Monitors Panhellenic and campus activities and relations
- Routinely and carefully revise chapter reports to identify areas of concern that involve issues within her responsibilities; acts proactively to resolve concerns identified
- Maintains frequent contact with regional chapters and team members, grand vice president collegians and Headquarters
- Develops and delivers presentations at regional workshops, Leadership Academies and convention
- Represents the Fraternity to Panhellenic advisers and campus administrators

## **PROFESSIONAL DEVELOPMENT AND AFFILIATIONS**

- Association of Fraternity/Sorority Advisors
- *2009 Jennifer Jones Hall Scholarship recipient*
- Association for Orientation, Transition, and Retention in Higher Education
- National Association of Student Personnel Administrators
- LGBTQ Safe Space Training
- Order of Omega, Greek Honor Society
- Rho Lambda, Panhellenic Leadership Society
- Panhellenic Council
- Pi Beta Phi Fraternity