1. Tell us a little about yourself. (An overview of you professionally.)
   I work with the campus programming board as well as several student organizations including Greek Life and Dance Marathon. I advise all aspects of the student programming board including but not limited to event planning, budget planning, contracting, marketing, and working events.

2. What professional skills/abilities helped you to get your job?
   My experience with Greek Life recruitment and organizational leadership was a great help in my current position.

3. What professional skills do you use every day on the job?
   I use professional skills such as communication, networking, contracting, and a little bit of higher education law.

4. What type of communication skills do you use on a daily basis for your job? What advice would you give a new professional in your field for communicating effectively in a work environment with colleagues of diverse ethnicities, groups, and personalities?
   I use e-mail most frequently throughout the day. My best advice is to keep up with your messages. Do not let them get out of control because it can feel challenging to get caught up. I also urge that if you do not understand something through e-mail correspondence, make the effort to go and meet with that person. It will help clear things up. I like to take the time to get to know people on a deeper level than just a name basis. It helps understand them better as a person and how their personality or ethnicity differs from your own.

5. Describe how you collaborate with others in your workplace internally and externally.
   As I said before, most correspondence is done through e-mail. So there are times when I do not actually meet the people I collaborate with for student activities or departmental events. I try to meet them but sometimes that does not work out. Most of the collaboration efforts are enacted by the students. I only step in when either they are not comfortable or they are having some issues getting ahold of people.
6. What are the three most important characteristics you must have to be successful in your profession?
   Flexibility, understanding, resilience

7. How do you maintain your professional presence and marketability in order to remain competitive in your field?
   I have been trying to work with other areas of the university than my own to create a network of resources and experiences that I may not have otherwise had. For instance, I gave a hazing prevention presentation to student athletes. I did not have to do that but I offered because I believe in the message. Stepping up to help with an initiative is always a good move as well. Just remember not to burn yourself out.

8. Have you benefited professionally from social networking? Please explain.
   I have not at this time but in the future social networking might be of benefit to me such as LinkedIn™ and BranchOut®.

9. What are your long-term career goals? What steps are you currently taking in order to achieve your goals?
   I would eventually like to move up the ranks in this area of student affairs. My eventual goal would be to move into an Associate Director and then a Director position. Those are the goals I have for now and I know that they will always be changing. I may even want to take a position in an area outside of student affairs such as my sorority National headquarters. Right now I am still working on acquainting myself with the office and how things work. By the time I feel I have the hang of it, I will start getting involved in more campus initiatives.

10. Tell us about your favorite class at Kaplan University and how it prepared you for your current job.
    My favorite course was Multiculturalism and Diversity in Higher Education. It prepared me for the diversity issues that are not based on race or ethnicity. For example, student athletes have different culture than non-athletes, Fraternity and Sorority members also have a different culture than non-Greek students, etc.

11. What advice would you give a student looking to break into the field?
    Do not give up. Keep persisting with applying for positions and if you do not get hired right away, do not shy away from temporary, part-time, intern, or unpaid positions. Any experience is good experience.
CS204 Featured Professional
Nicole Runia