

Email: shavon.hutchinsonja@gmail.com

Address: Kingston ,Jamaica

Linkedin: <https://www.linkedin.com/in/shavonlhutchinson/>

(876) 4582777

shavon.hutchinsonja@gmail.com

Shavon Hutchinson

Profile

Dynamic, creative and accomplished Student Affairs Professional with 8+ years of hands-on experience in assessing and implementing student enrichment and retention programs to further advance the field of student development. Versed in translating academic understanding of higher education into the daily leadership of student affairs. Track record of leading and representing the department in the day-to-day operations of student affairs, as well as internationally. Ensuring student safety and consistency of practice. Organizes and administers activities and services to support students in assigned areas to ensure services remain within budget limitation.

Skills

Academic advising, Career Development, Career Counselling/ Counselling, Training & Development, Employee engagement, Leadership, Conflict Management, change management, Team building, Strategic Planning, Research, Analytical, Planning and Organizational, Problem Solving, Public Speaking, Creative, Budgeting, Microsoft office suit

Education

M.Ed. (Educational Psychology) University of the West Indies, Mona Campus [June 2018- December 2020]

B.SC (Hons) Psychology and Minor Management Studies University of the West Indies, Mona [September 2011- May 2016]

Professional Experience

Administrative Assistant II

Faculty of Engineering Dean`s Office- UWI, Mona Campus [August 2018- present]

- Implementing effective HR policies regarding employee onboarding and employee engagement programs.
- Design, develop and implement student internship & recruitment strategies in conjunction with industry partners
- Implementation of the Campus wide Faculty First Year Experience Program under the Office of Student Services and Development.
- Create, implement and assess career program for over 200 undergraduate students in the faculty
- Design and deliver career development workshop for students and student associations.
- Management of the imprest account and maintenance of proper financial records for same.
- Management of the procurement of laboratory equipment and supplies on Banner and any other material required for teaching including field trips and the remittance of payments to vendors
- Monitoring the budget accounts and expenditures for the Faculty; identifies discrepancies and takes necessary action to have them corrected
- Coordinating, planning, execution and continuous improvement of faculty conferences, workshops, symposia, public lectures, student enrichment experiences and special events.

Administrative Secretary

Office of the Campus Principal- UWI, Mona Campus [September 2016- August 2018]

- Developing HR policies and procedures in relation to training and development and employee engagement,
- Created employee communication opportunities which helped with team cohesion and foster trust and improve interpersonal relations among staff. Designed and managed employee recognition programs.
- Increased employee retention rates above 95% by creating and maintaining a positive work environment by recognition and rewards.
- Organizing and coordinating meetings, interviews, events, and activities for the Principal; including venue, travel and logistics, itinerary, event registration; prepares supporting documentation as required.
- Developed and maintained secure record systems for documents and files of a confidential or sensitive nature; e.g. budget submissions, performance evaluations, potential program, strategic goals and objectives.

Student Assistant/Human Resource Assistant

Human Resource Management Division - UWI, Mona Campus [March 2015 – July 2016]

- Assisting the Senior Assistant Registrar –Employee Relations, Compensation, Benefits Occupational safety and health
- Organizing and coordinating meetings, interviews, events for the Senior Assistant Registrar Human Resources.
- Preparation and dissemination of minutes for the Health and Safety Committee.
- Assisting with the preparation of minutes for Vice chancellor's awards and other special meetings.
- Developed and maintained secure record systems for documents and files of a confidential or sensitive nature.
- Primary liaison with communication to employees' queries regarding benefits, compensation, labour disputes and health and safety.

Senior Peer Career Advisor

Placement and Career Services, UWI, Mona Campus - [September 2014- September 2016]

- Assisting with Design and delivery career development workshop for students and student associations.
- Providing Career Advising/ Counselling to over 200 students across the University Campus.
- Assisting the department with the promotion and execution of the Annual Career Awareness Month Activities: Mock Interview, Career Exposition and Job Fairs.
- Assisting with the registration at the Annual World of Work Seminars
- Collaborating with Deans, Hall Managers and Academic leaders to identify ways to improve quality of student programs and activities.
- Guiding students with the utilization of the virtual Career inventory to identify best fit career based on assessment.
- Delivering various presentation on Halls of Residence and at career fairs and workshop on resume writing and cover letter and job search strategies.
- Providing advice on Labour market trends.

Civic/Voluntary Activities

Community Service and Service-Learning functional Chair

American College Personnel Association [March 2021- April 2022]

- Create meaningful exchange of ideas and resources among Commission members throughout the year, specifically those interested and involved in the area of Community Service/Service-Learning.
- Advance conversations about Community Service/Service-Learning through year-round programs and initiatives, in coordination with the Vice-Chairs for Programs and Research.
- Promote the development of hands-on service-learning programs and roundtable discussions relevant to Community Service/Service-Learning at the Annual Convention, in coordination with the Vice-Chair for Programs.
- Contribute relevant articles to the Commission's ePublications, in coordination with the Vice-Chair for Communications.
- Share relevant resources with members of the Commission, in coordination with the Vice-Chair for Communications.
- Provide direct support to a committee of volunteers for Community Service/Service-Learning.
- Service as an ambassador for the Commission, to professional associations such as HENCE, Campus Compact, and BreakAway. Serve as a liaison for the Commission, to programs such as the ACPA Symposium on Service-Learning (as needed).

Community Service & Service-Learning Convention Experience Coordinator-

American College Personnel Association [June 2020- March 2021]

- Creating and executing strategies for better engaging and serving educators at the annual ACPA Convention.
- Creating and distributing resources for educators prior to convention, encouraging and providing information for Community Service & Service-Learning professionals on how to submit program proposals related to their work.
- Planning of the Convention Service Project.
- Serving as a Commission for Student Involvement liaison.
- Advance conversations about Community Service/Service-Learning through year-round programs and initiatives, in coordination with the Vice-Chairs for Programs and Research.

First Year Experience Facilitator

UWI, Office of Student Services and Development [Sept 2019-present]

- Raising awareness of the interpersonal issues: increase self-awareness and a desire for personal development by providing opportunities for students to gain a clearer understanding of, and commitment to, personal/interpersonal values.
- Strengthen academic preparedness by enabling students to develop effective study skills (e.g. reading, writing, note taking and test taking).
- Assisting students in developing skills in expressing themselves orally or in writing.
- Encourage/develop positive life skills (critical thinking, problem solving, and decision-making) and positive life choices especially as it relates to sexual health and wellness (e.g. health lifestyle; stress management, nutrition, relationships/sex, alcohol/drugs, and money management).
- Enhance effective group dynamics through group activities.

- Initiate career exploration and other development activities by providing opportunities for students to create a career path by developing a Career Personal Portfolio

Secretary- Caribbean Tertiary Level Personnel Association

division of American College Personnel Association [June 2019 –July 2021]

- Dissemination of minutes and action items and records for the Regional Executive.
- Arranging and organizing meeting location/logistics.
- Working alongside the Regional Administrator regarding records management and administration.
- Promotion of Student services best practices and ultimately the CTLPA and ACPA
- Promotion of research geared towards propelling student services.

Staff Advisor –Mona Engineering Society [June 2019-present]

The Student Governing body for all the Clubs and Societies under the Faculty of Engineering.

Duties include:

- Providing guidance to the wider student body with programs geared at engaging over 250 students in the faculty such as Corporate Mingle, community development and professional development.

Mock Interviewer/ Interviewer

Placement and Career Services, UWI, Mona Campus [February 2017- present]

- Delivering various presentation at career fairs and workshop on resume writing and cover letter and job search strategies.
- Conducting interviews with students across the university as preparation for the world of work and subsequent job hunt.
- Providing advice on Labour market trends.
- Providing effective Career counselling across university campus.

Professional Affiliations

- American College Personnel Association [2020-present]
- National Association for Foreign Student Affairs [2019-present]
- Caribbean Tertiary Level Personnel Association [2016-present]

Professional Development

- Vancouver Island University – Capacity building [October-November 2018]
- Caribbean Tertiary Level Personnel Association Conference [June 2018]
- Supervisory Training –Jamaica Employer's Federation [February 2018]
- Canada-Caricom Faculty Leadership Scholarship- Vancouver Island University (Re-engineering the Administrative Processes and greater Collaboration for internationalization- President's Office and International Faculty) [October 2017]
- Practical strategies for dealing with workplace Dysfunction [October 2017]

Research

- Hutchinson, S. L. & Thompson, C. (2020). Comparative Study of Employee's perception of Human Resource practices and their effects on work motivation in two universities. A Research Project submitted in partial fulfilment of the requirements for the Degree of Master of Education in Educational Psychology at the University of the West Indies School of Education
- Paterson, N. D. & Hutchinson, S. L. (2018). An exploratory look at Mentorship outcomes at a University in the Caribbean. Published in the Caribbean Journal of Education

Awards

- Caribbean Tertiary Level Personnel Association President's Award for excellent service - [2021]
- American College Personnel Association Commission for Career Services Distinguished Professional Award- [2021]
- Caribbean Tertiary Level Personnel Association Excellence in Practice Award- [2020]
- Caribbean Tertiary Level Personnel Association Elsa Leo-Rhynie Award for research- [2020]
- Prime Minister's Youth Award for Excellence- Jamaica 55 Award for Youth Service- [2017]
- Urban development lab Pitch Competition 1st place- [2017]
- Canada-CARICOM Faculty Leadership Scholarship Recipient- [2017]
- Certificate for Best Mentor & Exemplary Member-Psychology Student's Association [2015]