
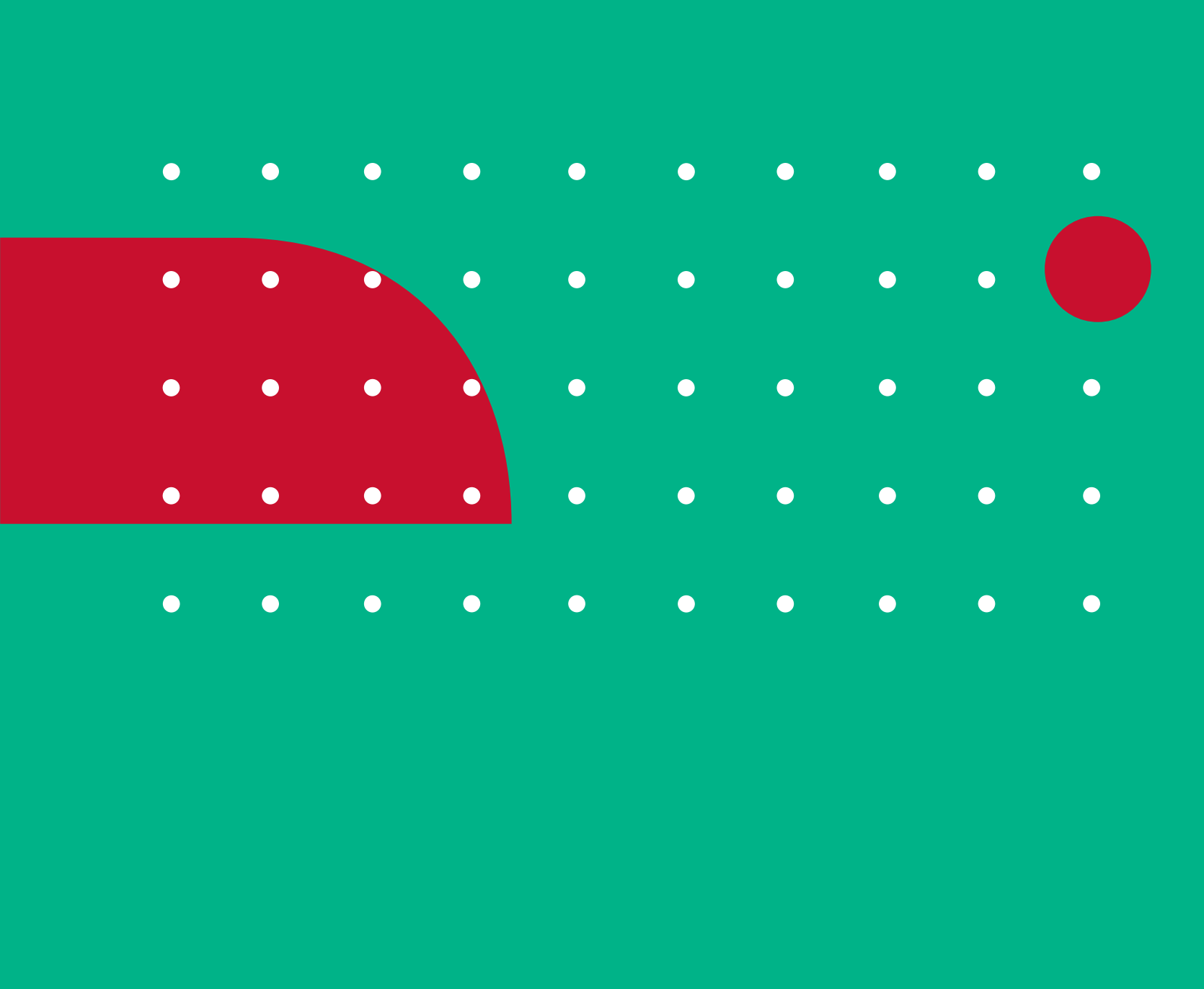


# USING WHAT YOU HAVE TO GET TO THE NEXT LEVEL

Ja'Nelle King | Director, Center for Fraternity & Sorority Life

The background is split vertically into a red left half and a yellow right half. On the red side, there is a large white shape on the left that is a circle on top and a rounded rectangle on the bottom. To its right is a vertical column of yellow dots. Below this column is a horizontal row of yellow dots. In the bottom left corner of the red area is a small teal circle. On the yellow side, there is a large block of black text.

**Conversation around using the experiences, relationships, and skills you have, to find strategies, connections, and opportunities to transition into a role that may not necessarily be in a straight path from the position you are currently in.**



# MY JOURNEY



BHA, Minor Diversity Studies



**Shriners Hospitals**  
for Children®

Administrative Coordinator,  
Performance Improvement  
& Risk Management



M.Ed, Higher Education  
Administration &  
Supervision



Coordinator, New Student  
Orientation



Residence Hall Director



Graduate Internship, Greek  
Life & Student Activities



Activities Coordinator,  
Center for Student  
Involvement



Assistant Director, Center  
for Student Involvement



Director, Center for  
Fraternity & Sorority Life

WHAT WILL

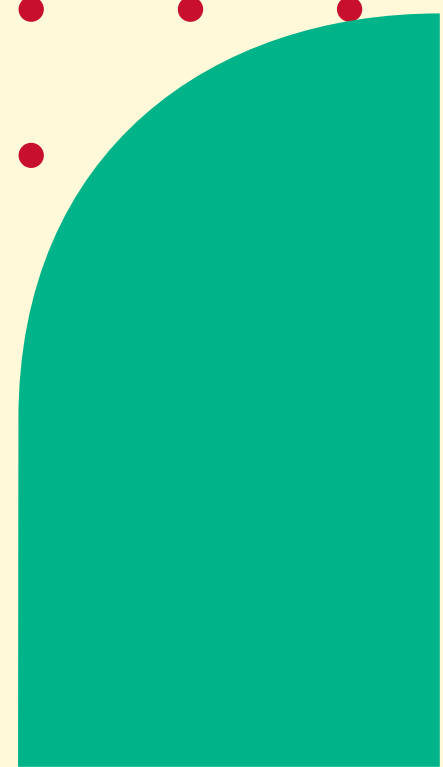
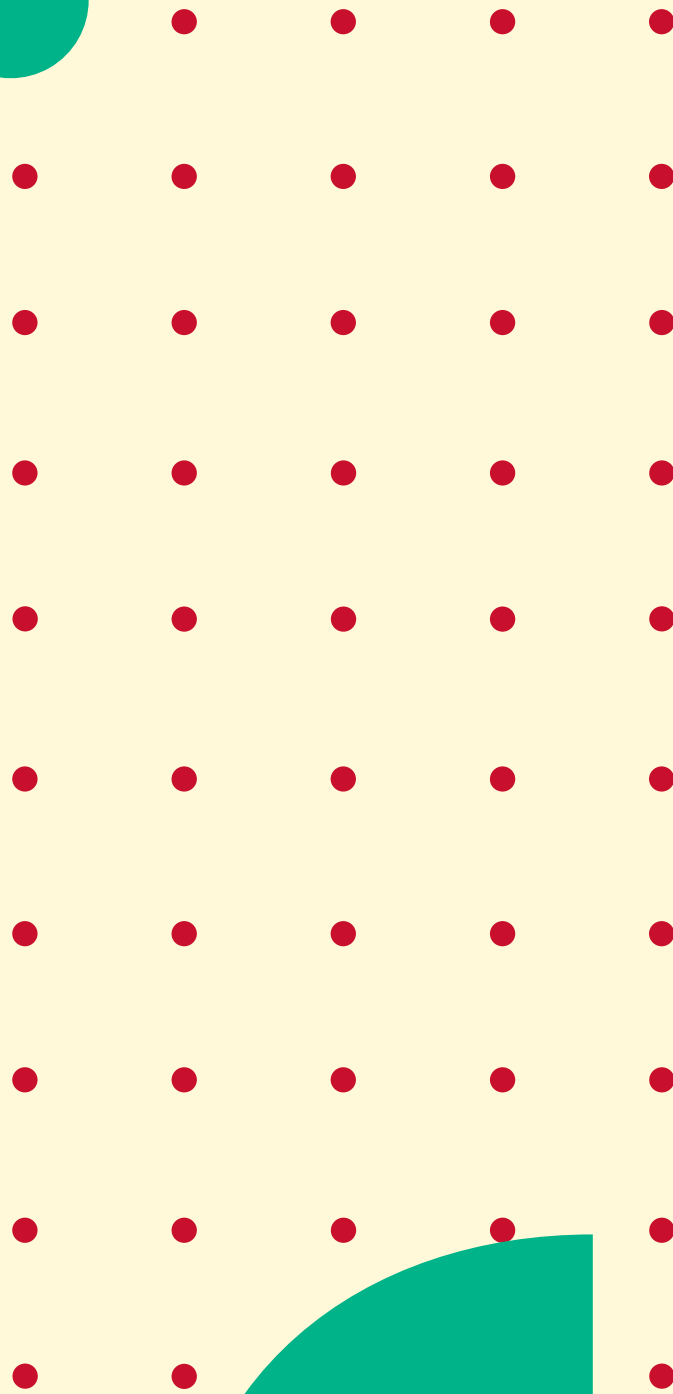
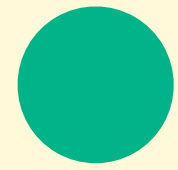
YOU

MOVE

FORWARD?



# CAREER MAPPING



# CAREER MAPPING

Determine where it is that you want to go.

## 1. Starting Point: Where am I?

Reflect on where you are. Take some time to write down a few of the best skills, traits, or talents that you already possess.

## 2. Destination: Where do I want to go/be?

Think about what excites you and makes you feel engaged and try to incorporate that as you think of your next steps/goals.

## 3. How can I get there?

What skills/knowledge/experiences do I need?  
What resources will I need?

## 4. Who can help me?

Who can guide/teach me?  
What connections might I need?  
Do I have any of them already?

## 5. What's holding me back?

What's stopping me from doing what I want to do?  
How can I overcome these obstacles or get a hold of them?

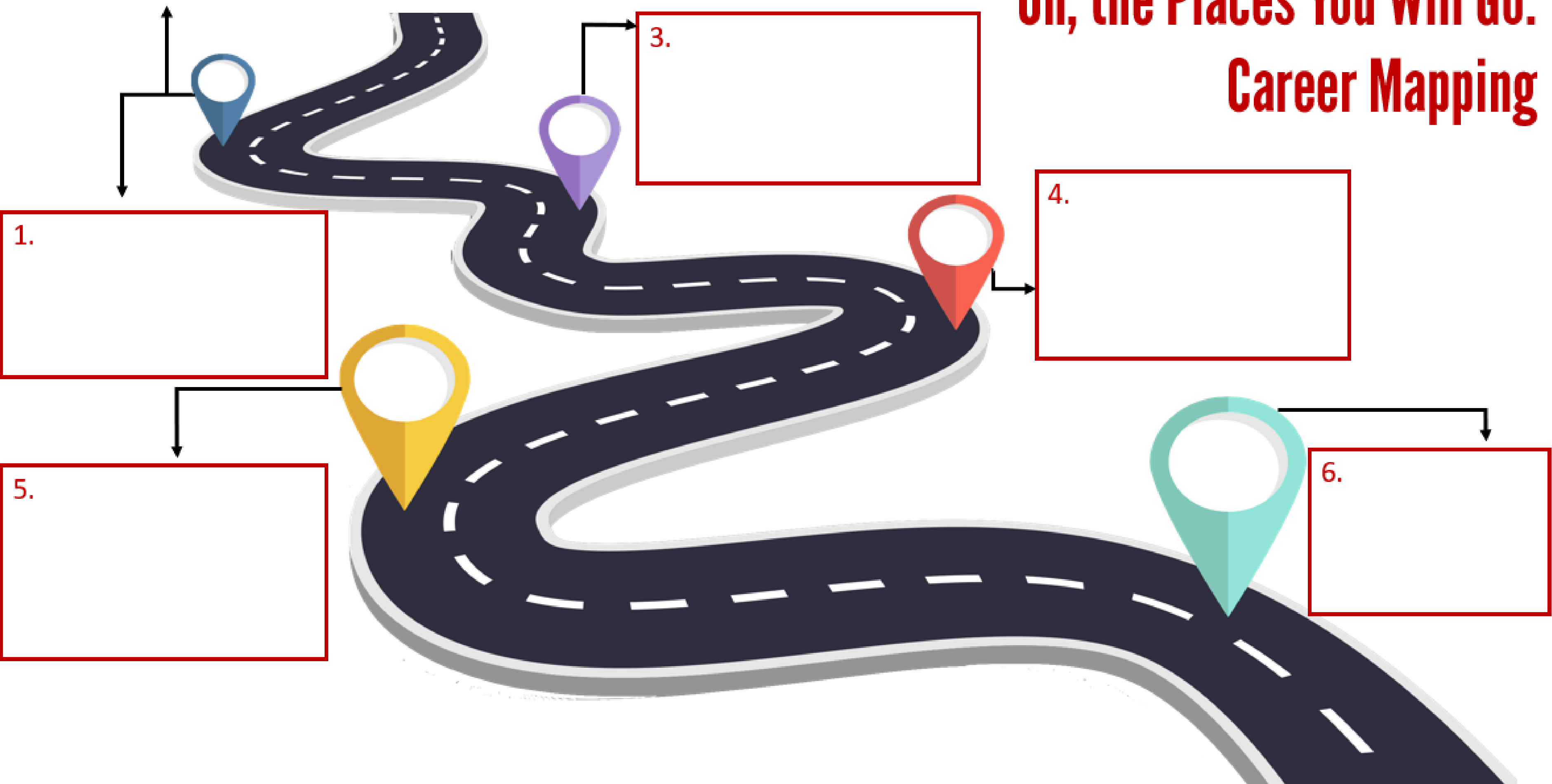
## 6. How will I know if I have arrived?

How do I measure achievement of the goal?  
Is it money?  
Is it access or title?  
Another measure of success?



# Oh, the Places You Will Go: Career Mapping

1. Starting Point: Where am I? \_\_\_\_\_



2. Final Destination: Where do I want to go/be? \_\_\_\_\_

**LOOK AT WHAT  
YOU'VE DONE**





Review your calendar over the past year

- Projects you completed
- Committees you served on
- Meetings you attended or led
- Initiatives you led/collaborated on

What were the outcomes of the projects?

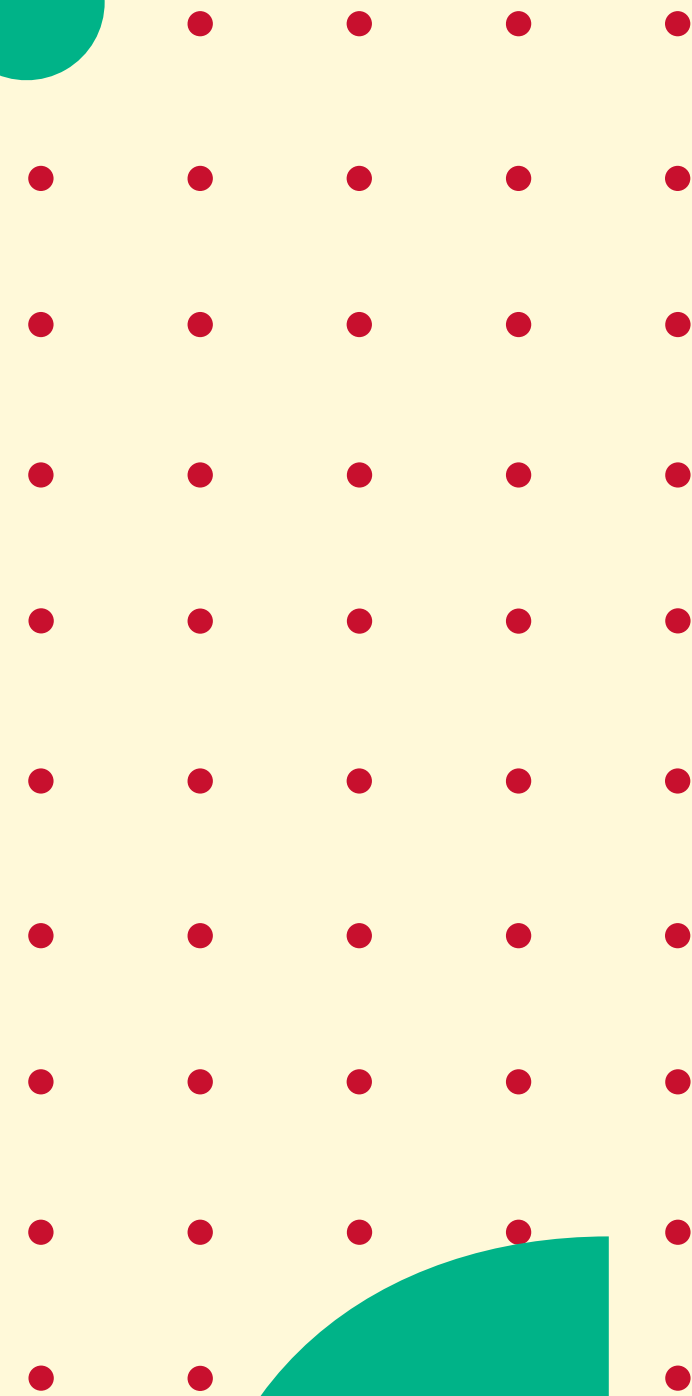
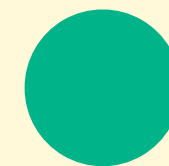
What were your contributions?

Were any of your contributions beneficial in getting you an experience you need to level up?

# LOOK AT WHAT YOU'VE DONE

Take time to look at what skills you have gained, experiences you've acquired, and how they tie back to your end goal.

**FILL IN  
THE GAPS**



**What's missing?**

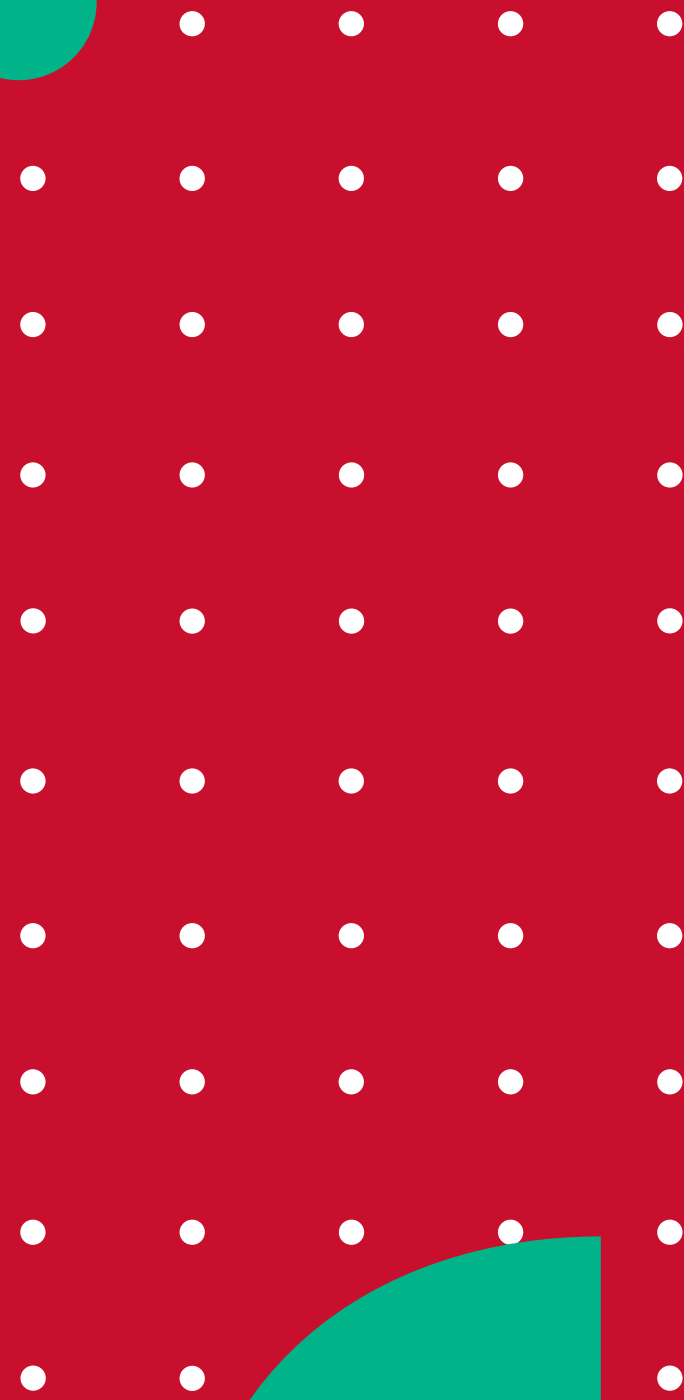
**Where can you get it?**

**Who can help you?**

# FILL THE GAPS

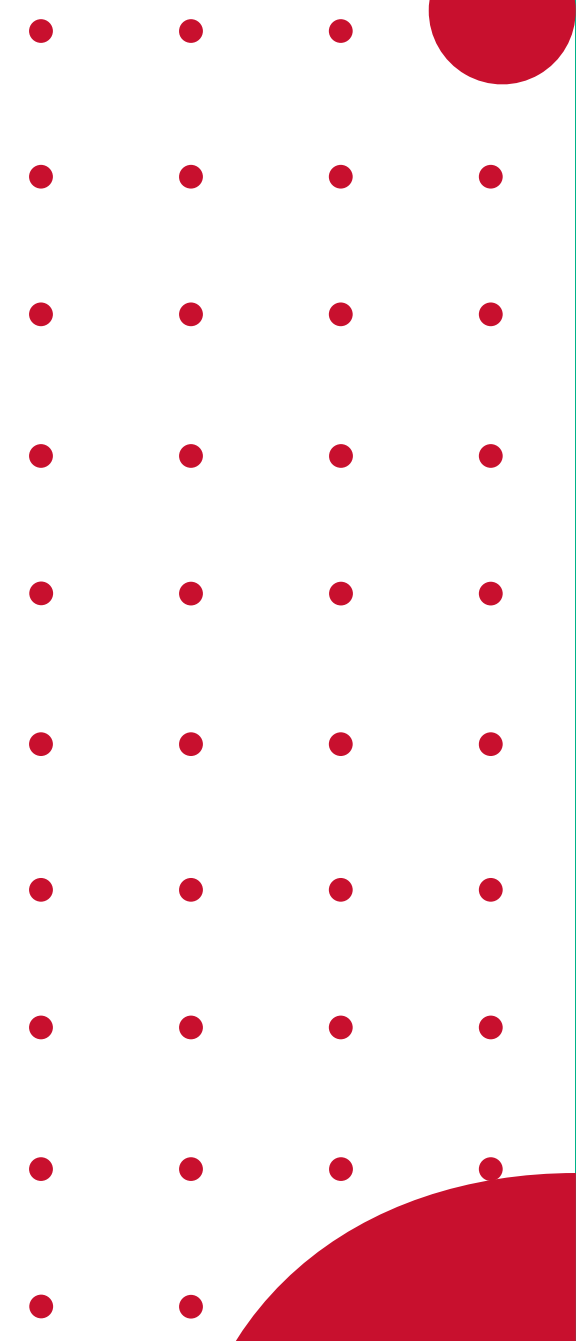
Look at your  
resume and find  
the holes.

# LEVERAGE YOUR RELATIONSHIPS



**Supervisors**

**Mentors**



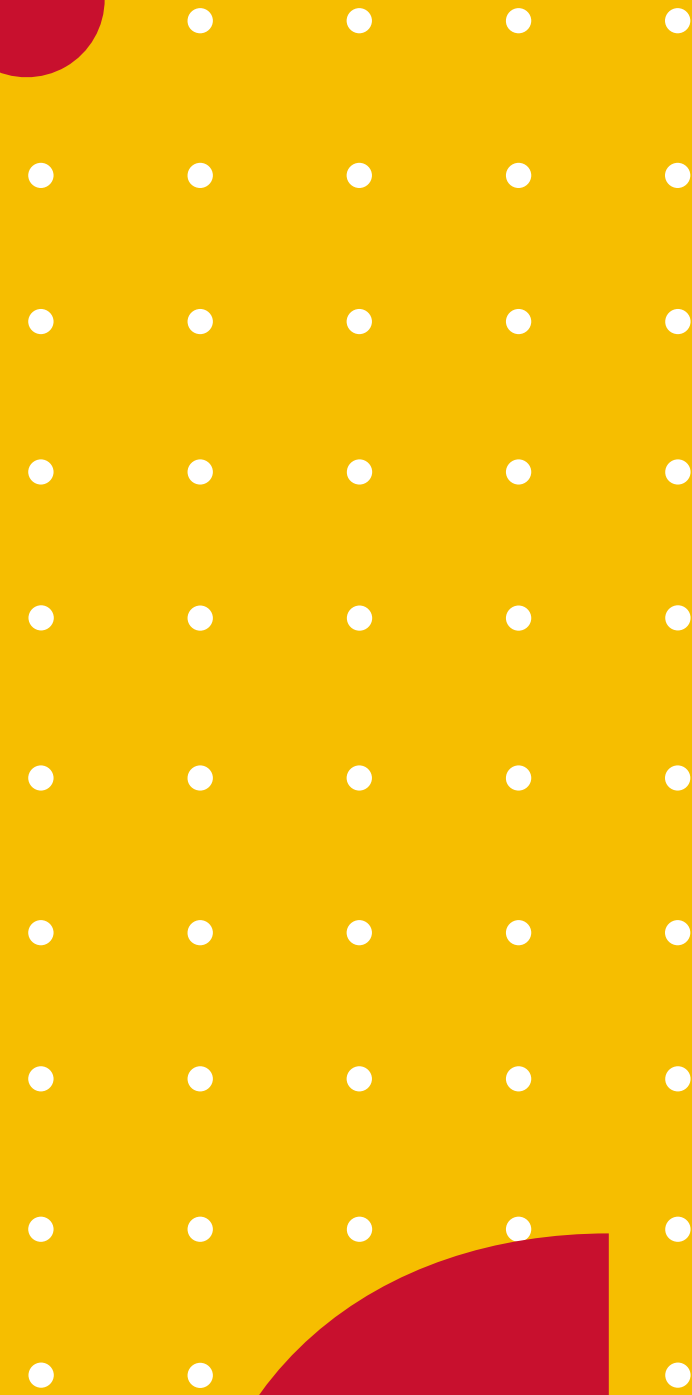
**Sponsors**

**Colleagues**

# LEVERAGE YOUR RELATIONSHIPS

What relationships can serve as support for you to move forward? Who is in your circle?

**ASK TO HELP**



**Volunteer**

**Collaborate**

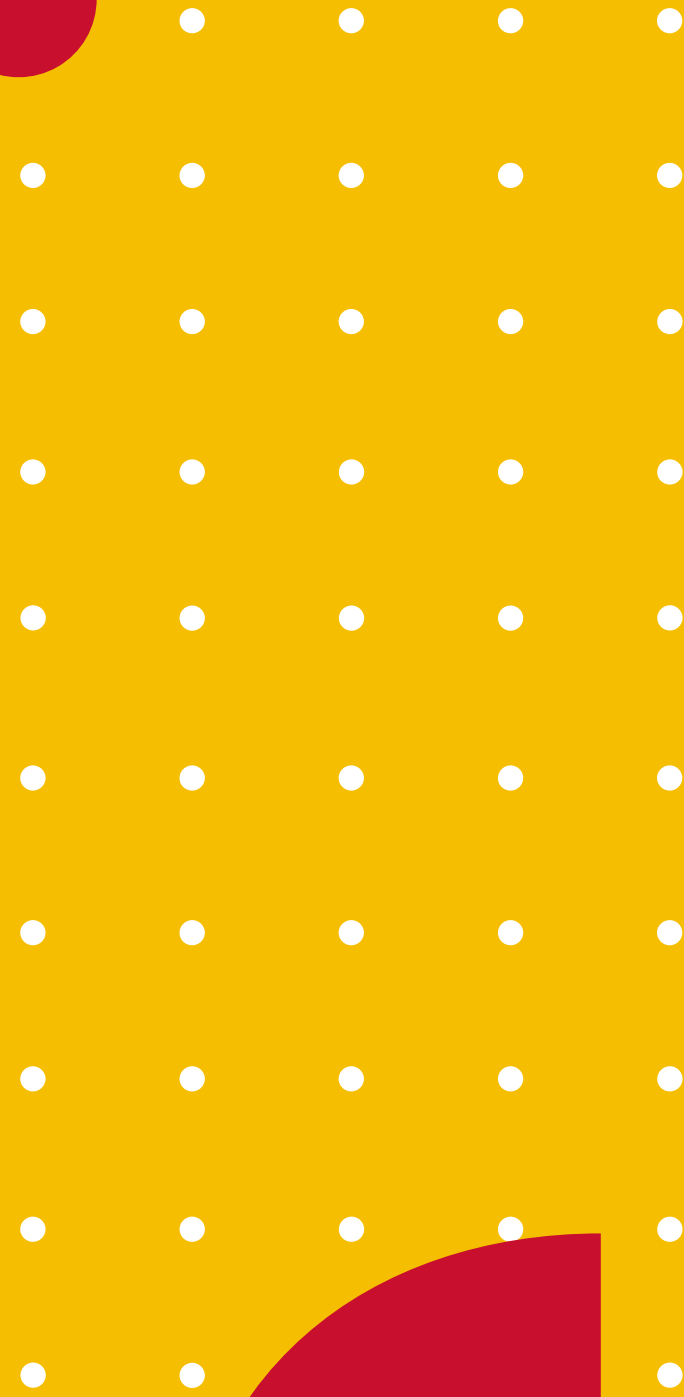
**Shadow**

**Support**

# ASK TO HELP

Reach out to those in areas you are interested in and see if there are ways you can help.

**TELL  
YOUR STORY**



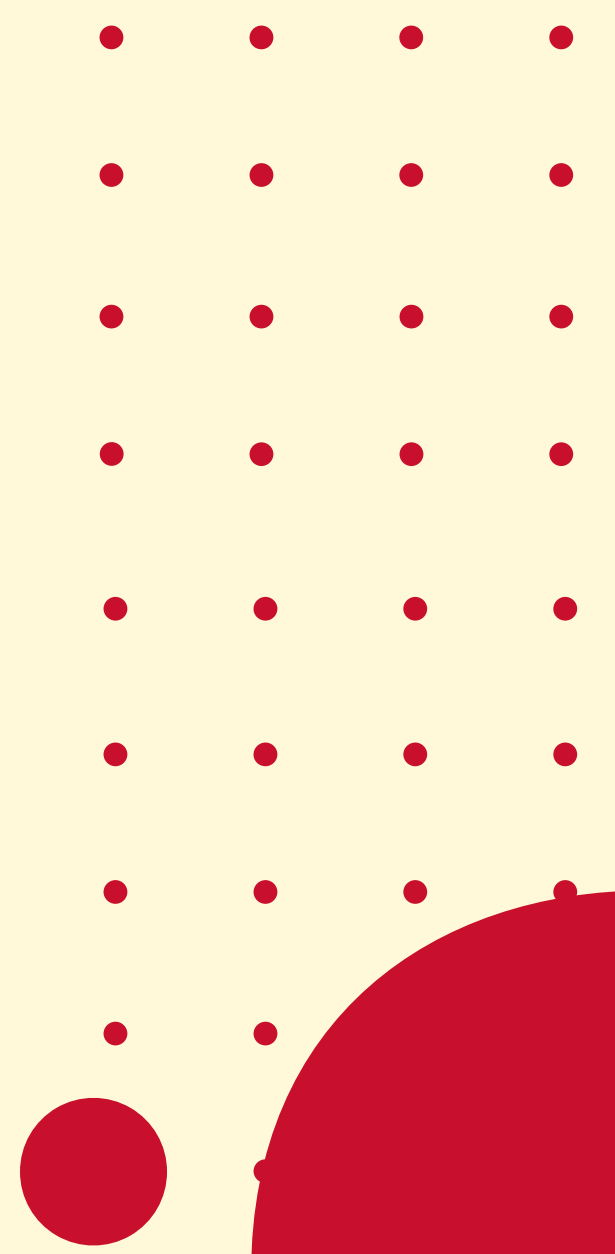


# TELL YOUR STORY

Share what you've done in the best possible way.

## EXAMPLE:

- Provides **supervision**, **vision** and **leadership** for the office by performing administrative duties such as **planning**, **budgeting**, and **assessment** of traditional and evening programs, activities and initiative related to student campus involvement and student success.
- Provides **strategic direction** to the staff, students, and stakeholders engaged in student involvement at the University.
- Prepares and coordinates reports, **strategic initiatives** and records of activities to ensure progress is being made toward specific program and department objectives.
- Provides **financial oversight** for areas under direct supervision, manages department budget and directs resource allocations.



# TELL YOUR STORY

Share what you've done in the best possible way.

## Cover Letter Example

**Higher education experience.** I have over seven years of experience in progressively responsible higher education administration roles and have gained experience working with the student leaders while at all the institutions I have served. I have a wide variety of experience including supervision, strategic planning, advising student groups, and program development and coordination. I am an experienced professional in launching innovative, division-wide programs, as well as trainings and programs for students, faculty and staff.

**Strategic Direction and Planning.** I have experience in leading a functional area, including developing and creating processes and policies to streamline areas such as event registration and the RSO registration process at UH. I also have experience with visioning to promote and determine growth and developing goals and learning outcomes relative to student success and development.

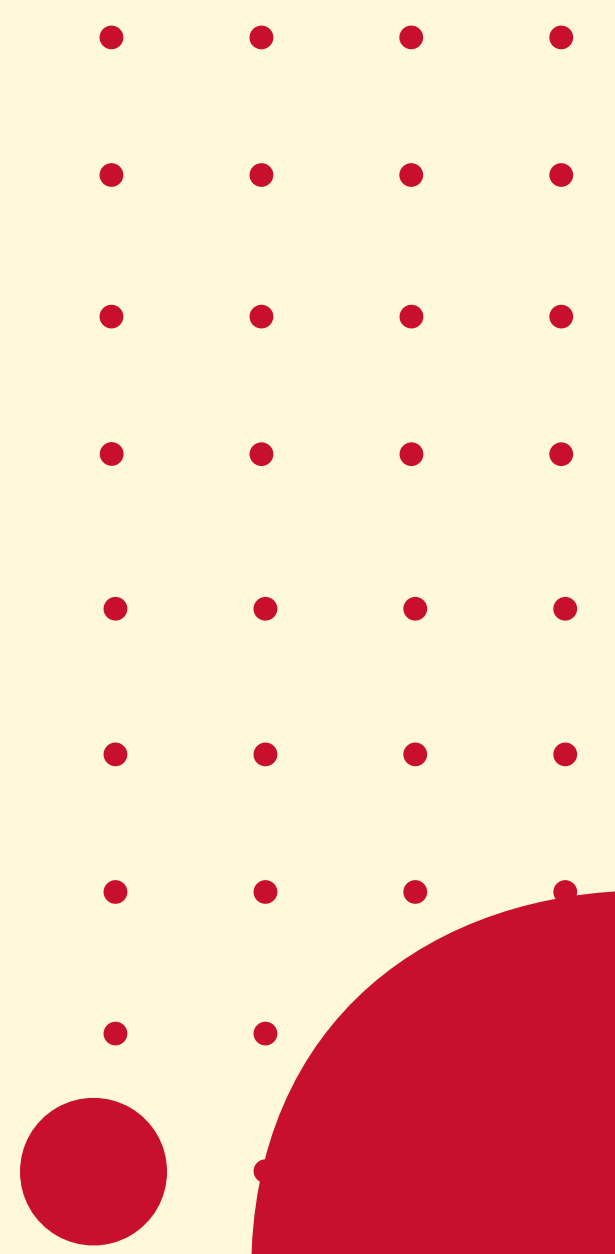
## Resume Example

**Professional Development Committee (PDC), University of Houston, 2016- Present**

Led a committee of over 15 professional staff members and oversaw the development of innovative programs, managed the budget, and allocated resources for two major division wide events and additional events from six subcommittees that served the entire division.

**Weeks of Welcome Committee, University of Houston, 2016 – Present**

Served on the committee and co-led the development and implementation of three major campus wide program for incoming and returning students.



# CHANGE YOUR PERSPECTIVE

"If you're going to go to the next level, it's going to take a perspective change and sometimes... you've got to look a little higher."

- **Carnisha Emanuel, Valuable & Vibrant**





**NOW LET'S CHAT!**

**jsking8@uh.edu**