

Nicholas J. Dalton (He/Him)

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EDUCATION

Master of Science in Instructional Design and Technology, University of Tampa, Tampa, FL *Expected Graduation 12/2026*
Bachelor of Science in Biology with High Honors, Eckerd College, St. Petersburg, FL *05/2019*

WORK EXPERIENCE

Assistant Director of Residential Education, Housing and Residence Life, The University of Tampa, FL *09/2025-present*

- Manage the recruitment, selection, onboarding, and placement processes for approximately 250 student staff members annually across all Housing and Residence Life student employment positions.
- Chair the Housing and Residence Life Student Staff Training and Onboarding Committee, leading strategic planning, assessment, and continuous improvement efforts for student staff training and onboarding initiatives.
- Chair the Housing and Residence Life Student Staff Recruitment and Selection Committee, guiding strategic planning, process improvement, candidate evaluation practices, and annual staffing initiatives.
- Develop and assess comprehensive training and professional development programs for approximately 250 student staff and 20 professional staff through in-person instruction, just-in-time in-service training, and Canvas-based learning experiences, applying instructional design principles to create engaging educational content, assessments, and learning resources.
- Conduct needs assessments and program evaluations to measure effectiveness, identify training priorities, and support continuous improvement efforts.
- Oversee a \$104,950 annual operating budget, strategically allocating resources to support student staff training, leadership development, and recruitment initiatives.
- Design recruitment materials, interview processes, candidate evaluation tools, and communication strategies that promote consistent, equitable, and efficient staffing operations.
- Advise the Resident Assistant Advisory Board (RAAB) and Residence Hall Association (RHA), fostering student leadership, supporting community-building initiatives, and elevating residential student feedback to inform programs, services, and campus life improvements.
- Collaborate with campus departments to deliver educational initiatives that promote student success, leadership development, community engagement, and resource awareness.

Assistant Director of Financial Aid, Financial Aid, The University of Tampa, FL *09/2023-09/2025*

- All responsibilities listed in the Financial Aid Counselor position (03/2020-08/2023), plus:
- Partnered with the financial aid leadership team to devise and execute strategies enhancing Financial Aid Counselor time management efficiencies and fostering comprehensive job knowledge
- Devised and administered comprehensive educational training sessions on federal, state, and institutional financial aid regulations for new Financial Aid Counselors, campus partners, and prospective students
- Delivered financial aid subject matter expertise on panels during annual prospective student recruitment events

Financial Aid Counselor, Financial Aid, The University of Tampa, Tampa, FL *03/2020-08/2023*

- Counseled students and families on the applications and awarding of financial aid in accordance with federal, state, and institutional regulations with a primary focus on undergraduate recruitment and retention
- Developed educational training materials, coordinated training sessions, and implemented learning outcomes for new and continuing Financial Aid Counselors
- Attended conferences and webinars to stay informed on financial aid-related legislation to ensure institutional compliance with federal and state regulations
- Reviewed the National Student Loan Data System Transfer Student Monitoring Alert List and streamlined outreach to incoming transfer students to ensure compliance with Title IV awarding regulations

AWARDS

Outstanding Team Motivator, Housing and Residence Life, The University of Tampa, Tampa, FL *05/2026*

- Selected by fellow team members for demonstrating exceptional leadership, fostering team unity, organizing staff engagement initiatives, and inspiring colleagues to maintain high standards of performance.

Employee of the Month, The University of Tampa, Tampa, FL *01/2024*

- Recognized among all full-time university-wide faculty and staff for exemplifying strong communication, integrity, collaboration, intrinsic motivation, and dedication to the advancement of university goals and objectives