

JENNIFER (FROST) HELLSTERN

EDUCATION

RUTGERS SCHOOL OF LAW – NEWARK, NEWARK, NJ----J.D., 2012

Academics: G.P.A. 3.5

Honors: *Women's Rights Law Reporter*, Articles Editor
Moot Court Board

Activities: Student Bar Association, Representative
Baker Trial Competition

COLORADO STATE UNIVERSITY, FORT COLLINS, CO----M.S. - Student Affairs in Higher Education, 2004

Academics: G.P.A. 3.98

Graduate Practicum Experiences: *DRUG COURT* and *Office of Women's Programs and Studies*

Activities: Journal of Student Affairs, Content Editor
Graduate Hall Director, Office of Residence Life
(Co-)Instructor – *Introduction to Women's Studies* and *An Introduction to Leadership*

UNIVERSITY OF DELAWARE, NEWARK, DE----B.A. - Educational Studies, 2002

INTERNATIONAL EXPERIENCE

EXPATRIATE ASSIGNMENT, DUBLIN, IRELAND

Familial Relocation, June 2017 to Present

LEGAL EXPERIENCE

BAR ADMISSION: ADMITTED TO THE NEW JERSEY BAR, DECEMBER 2012

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY, NEW BRUNSWICK, NJ

Associate Director of Investigations, Office of Employment Equity, 2016 –2017

Investigation and Resolution Specialist, Office of Employment Equity, 2012 –2016

Supervised a team of investigators, reviewed and edited investigative reports; Investigated internal complaints of employment discrimination, harassment, sexual misconduct, workplace violence, and whistleblower violations made against University employees; Documented findings and sanction recommendations in investigative reports; Collaborated with Human Resources, General Counsel, Academic Affairs, Labor Relations, and other administrative units in investigating complaints; Provided witness testimony in union grievances, arbitrations, and litigation; Drafted and reviewed University policies and complaint procedures related to discrimination and harassment and sexual misconduct; Provided program development and training to educate the university community about the requirements and responsibilities of anti-discrimination laws and university nondiscrimination policies; Customized a university-wide program trainings on Unlawful Harassment and Title IX, VAWA, and the Clery Act.

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY, NEW BRUNSWICK, NJ

Legal Intern, Office of the Senior Vice President and General Counsel, 2011

Participated in responding to allegations of unfair labor practice; Evaluated status of federal civil rights compliance review; Edited KAPLIN AND LEE, THE LAW OF HIGHER EDUCATION, section on Civil Rights; Attended labor union negotiations, negotiation planning sessions, and witness depositions. Researched on issues concerning Title IX, Title VI, the Endangered Species Act, The Clery Act, and First Amendment rights on social networking sites.

RUTGERS SCHOOL OF LAW – NEWARK, NEWARK, NJ,

Teaching Associate, Legal Research and Writing, 2010

PROFESSIONAL EXPERIENCE

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY, NEW BRUNSWICK, NJ

***Assistant Director of Residence Life for Student Support*, 2009 –2012**

***Coordinator for Student Support for Residence Life*, 2006 –2009**

***Assistant Director of Residence Life, Rutgers College*, 2005 –2006**

Oversee crisis response and complex student problem-solving for on-campus students; Case-manage 100+ students with mental health crises, responsible for their referrals, treatment plans, and follow-through; Manage housing accommodation process for students with disabilities as per university policy and state regulations; Supervise residence hall conduct office for 15,000 residential students; Present cases to university threat assessment team; Establish departmental policies and procedures; Maintain judicial database and coordinate technical and practical applications; Analyze departmental statistics for planning initiatives; Train professional, graduate, and student staff on emergency procedures; Develop and implement student judicial boards, and research and initiate mediation and an arbitration process for the department.

LEHIGH UNIVERSITY, BETHLEHEM, PA

***Residence Life Coordinator*, 2004 –2005**

VOLUNTEER ACTIVITIES

- Member: Student Legal Services Advisory Committee, Rutgers University, 2010 - 2012
- Member: Committee to Revise the Student Code of Conduct, Rutgers University, 2010 - 2012
- Chairperson of Implementation: A Community Approach to Suicide Prevention in Higher Education, State-wide Conference, 2009 –2010
- Residence Life Professional Development Committee, Rutgers University, 2010 - 2012
- Residence Life Diversity Committee, Rutgers University, 2006-2008
- Conference Attendee: Legal Issues in Higher Education, 2007
- Directorate Body: Commission for Social Justice Educators, 2006-2008
- Newsletter Coordinator: Commission for Social Justice Educators, 2006-2008
 - ACPA Excellence in Publication – Commission for Social Justice Educators, 2007

SELECTED PUBLICATIONS

- *Up-skirting and Camera Phones*, JOURNAL OF STUDENT AFFAIRS (2004)
- *College Students Beyond September 11th*, PROFESSIONAL PAPER FOR COMPLETION OF MASTER'S DEGREE, COLORADO STATE UNIVERSITY (2004)
- *College Students Beyond September 11th*, JOURNAL OF STUDENT AFFAIRS (2003)
- *An American Tragedy: A Campus Response*, AFTER CLASS FACULTY NEWSLETTER - UNIVERSITY OF DELAWARE (2001)

SELECTED PRESENTATIONS

- Discrimination and Harassment in the Workplace, Various offices of faculty, staff, and students at Rutgers University
- "Lessons Learned from the Tyler Clementi Case," International Bullying Prevention Conference (2012)
- "Discrimination and Harassment," Supervisor Development Program (2012)
- "Campus Connect – Suicide Prevention Training," Rutgers University (2011)
- "Legal Status of Mental Health Issues in Higher Education," Professional Staff Development (2008)
- "Crash: Using Pop-culture to Educate Students on Racism," College Student Educators International (2006)
- "Up-skirting – The Inappropriate Use of Camera Phones on Campus," College Student Educators Int'l (2005)
- "Staff Development: Empowering Student Involvement," Mid-Atlantic College and Housing Officers (2005)
- "The Impact of 9/11 on College Students," Original Research - Pennsylvania College Personnel Assoc. (2004)