

# DREW ROSS

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## Statement of Administrative Philosophy

As an international educator, I hold to be true certain values, which influence the work I do as a teacher, manager, educator and colleague. At the center of these values is the importance of knowledge and knowledge sharing. I believe every person has the ability to be educated during every interval along his or her life path. In order to effectively be a team player, individuals must be open and willing to learn from other individuals and listen to ideas brought forth by every single person. I am the kind of leader that values knowledge and knowledge sharing amongst individuals.

## EXPERIENCE

Throughout my professional career, I worked as a theatre director, as an office manager of a boutique entertainment law firm, as a teacher for English language learners, and as a field director for a non-profit educational organization. To be an effective leader, I have worked to identify my strengths and weaknesses in order to learn how to be a better manager and administrator. Stemming from my theatrical and artistic background, I have developed a sense of humor and look for creative ways to approach all of my work. As an office manager, I worked with colleagues who came from a variety of backgrounds and with different work ethics and procedures; therefore, I needed strong communication skills and a sense of commitment to maintain a positive attitude. In this role, I learned how to rely on the individual strengths of others in order to accomplish our collective goals. In my experience as a teacher, I developed a strong sense of patience that helped me deal with hyper teenage students. When I was a Field Director, I learned the importance of honesty, confidence and the ability to inspire. These characteristics helped me manage a group of 23 young teachers faced with cultural and academic challenges in a foreign environment. These qualities allow me to differentiate myself from others because I am able to use my passion and honesty to foster a community in support of a common goal or objective.

## PERSONAL VALUES

The following values developed through my experiences are of high importance in my personal and professional life:

- **Honesty:** Honesty is the best policy, especially when I know that I am at fault. Being honest allows team members to see your humanity.
- **Ability to Delegate:** Understanding the skills and experiences of others helps with my ability to delegate work or opportunities to the proper people. Delegating allows each team member to have a stake in the work that is being done.
- **Communication:** Fostering an environment where communication is key is vital to the stability of the team dynamic.
- **Sense of Humor:** Being able to laugh and finding the joy in work is necessary.
- **Confidence:** Encouraging everyone to have faith in themselves and their abilities.
- **Commitment:** No matter the task, it is important to show a high level of commitment from start to finish in order to reach the desired outcome.
- **Positive Attitude:** Even when things go wrong, it is important to keep your head held high.
- **Creativity:** I am an artist; first and foremost, therefore, I enjoy using my creative background while fulfilling my duties.
- **Ability to Inspire:** By example, I inspire others through passion and a strong sense of leadership to do their best and provide the best opportunities for others.

## STUDENT SERVICE PHILOSOPHY

As a student service professional, I provide an environment that facilitates student growth through academic, personal and career development. During my interactions with students, I treat each person with dignity, respect and a courtesy that each person deserves as unique individuals who come from varied backgrounds and with varying experiences. Since I value the differences of each student, I listen objectively to the needs of each student. In order to meet the needs of every student, I work with best with a unified team to provide quality programs and services for students that meet the highest of professional standards

## LEADERSHIP STYLE

A leader can only be as good as the rest of his or her team members. My style of leadership can be described as honoring the value of diplomacy as a leading characteristic. Throughout my leadership experiences, I embrace the good of the past while initiating new changes to address obvious deficiencies. In order to weigh the importance of an initiative, I use my knowledge of the project or program in conjunction with the mission of the organization or department. Being able to look at the big picture enables me to identify what is working and what needs to be addressed. I accomplish goals as effectively and efficiently as possible by engaging with a variety of individuals to draw on the abilities of each person. Utilizing the strengths of my team members permits us to attack problems head on so that our tasks are given the best possible chance of being achieved. However, I do not believe in change for change sake. I diplomatically seek to improve situations that are unsuccessful while keeping in place good policies, which are not in need of fixing. I understand that too much change can have a negative impact on the ability to do work, so I only push an agenda if I believe it to contribute to my team's effectiveness and efficiency.

## MANAGEMENT STYLE

As a manager, I value the strengths, experiences and opinions of my team members because I believe that every person has something to contribute to the process. I use a consultative style of management because I believe in creating an environment where every individual is a valuable member of a team. By creating this environment, individuals are able to do their best work because they will be called upon to use their unique skills for the greater good of the team. In delegating work to the whole team, this allows each individual the ability to express his or her own opinion, which can help lead the team in the right direction. As a manager, I create a space where each person is able to share his or her work with the team before a final decision is made. I only make final decisions after extensive consultation from my team, and I give credit where and when credit is due. With a consultative management style I value problem solving, team building, relationship building and personal growth to provide a work environment where each person can thrive.

## ETHICS

Lastly, as an administrator, I follow the following code of ethics:

- **Approachable:** I create an environment where every individual feels comfortable coming to me with any problems, concerns or issues which he or she believes requires my attention.
- **Trustworthy:** In order to maintain a level of respect from my team members, I earn and uphold their trust concerning all matters because the loss of trust can create a negative environment, which is not conducive to productivity.
- **Act with humility:** As a consultative manager, I act with an extreme amount of humbleness. Since I am a team player, I do not display any acts of arrogance, which can threaten the work production of my team members.
- **Listen with great intensity:** I always listen to my team members and take into consideration his or her thoughts and opinions. Even though listening takes time, it is something I value deeply in order to show respect.
- **Make decisions carefully:** I make decisions based upon information, research and/or evidence, which will produce the best results. I do not make decisions hastily or without proper consideration.
- **Act assertively:** I am firm with my decisions and choices because wavering can be seen as uncertainty, which can lead to a lack of respect or trust; values that I regard highly.