

Christopher Kelley

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EDUCATION

University of Tennessee, Knoxville

Master of Science, College Student Personnel

Knoxville, TN

May 2020

Bethel University *Magna Cum Laude*

Bachelor of Science, History

McKenzie, TN

May 2018

STUDENT SUCCESS EXPERIENCE

TRiO Student Support Services, University of Tennessee, Knoxville

Knoxville, TN

Graduate Research Assistant

May 2019-present

- Contribute to the academic, personal, and career success of 250 students who are first-generation, low-income and/or have a disability in the Federal TRiO Student Support Services (SSS) program
- Provide academic, career, and personal coaching to 70 students on my caseload through one-on-one appointments up to three times per semester
- Record accurate and detailed notes from each appointment for the internal TRiO Blumen system and the external GradesFirst system to monitor student progress
- Develop and facilitate workshops focusing on career development/graduate school planning, personal/social development, financial literacy, academic success skills, and cultural events for SSS participants
- Established and delivered a cohort-based workshop series for first year, sophomore, junior, and senior SSS students all involving a component of career development information based on their classification including how to gain experience, resume development, and available resources through the center for career development
- Advise, recruit, and select seven students to serve on the SSS Student Leadership Council designed to create community among the participants of the SSS program
- Implement trainings to help student leaders gain and develop NACE Career Competencies
- Communicated with parents/guardians of first-generation students at summer orientation about how to best support their student through college
- Create content for social media, newsletters, and flyers to inform the campus community and current participants about our services, events, and initiatives
- Assist in the recruitment, selection, and intake of new SSS participants through summer orientation and outreach to campus partners

Center for Career Development, University of Tennessee, Knoxville

Knoxville, TN

Practicum Teaching Assistant

January 2019-May 2019

- Co-instructed two sessions of Exploring Majors and Careers Course for 45 first- and second- year exploratory students centered around self-assessment, exploration, experience, and transition
- Participated in training on career development theories, assessments, and career resources
- Conducted one-on-one career counseling appointments with each student in the course to discuss career goals and develop action plans toward meeting those goals
- Discussed Strong Interest Inventory (SII) and Myers-Brigg Results with students in one-on-one appointments and in class sessions
- Facilitated discussions and lessons on topics critical to career exploration such as career myths, career resources, decision-making, and goal setting
- Critiqued student resumes from a variety of majors during resume drop-in hours

STUDENT AFFAIRS EXPERIENCE

Student Government Association, Dillard University, New Orleans

Remote Position

Consultant and Practicum Student

June 2019-December 2019

- Analyzed 60 pages of SGA governing documents (constitution, bylaws, election codes) to provide recommendations to the organization to revise their materials to be clear, concise, and consistent
- Communicated with the officers of the SGA to answer questions about my critiques and provide supplemental information to help them through the process of revising and editing their documents
- Developed a method for which the organization could use going forward to critique and revise their constitution allowing the organization documents to increase productivity of the organization

Educational Leadership and Policy Studies, University of Tennessee, Knoxville**Knoxville, TN**

Graduate Research Assistant

August 2018-May 2019

- Supported the administrative needs of the program coordinators for the College Student Personnel (CSP) Program and the Leadership Studies Minor
- Benchmarked peer and aspirant institutions to implement best practices for the development of program initiatives, plans, and aspirations
- Collaborated with campus partners to plan and execute program-specific events such as Pecha Kucha Presentations, Alumni Speaker Event, Transition Workshop, and the Annual UTK NASPA Reception

PROFESSIONAL ACTIVITIES AND COMMUNITY SERVICE**NASPA Graduate Associate Program (GAP)****Remote Position**

Graduate Associate and Annual Conference Intern

August 2019-present

- Collaborate with the NASPA Annual Conference Staff of 50 professionals to plan and execute the annual conference which hosts around 8,000 attendees
- Plan three events that contribute to increasing the awareness of about NASPA's programs and opportunities
- Developed an event for Careers in Student Affairs month that included panels of professionals discussing their involvement in professional organizations and networking at professional conferences for undergraduate and graduate students in student affairs

Tennessee Achieves**Knoxville, TN**

Volunteer and Intern

December 2018-present

- Mentor up to ten graduating seniors each year through the college application and registration process while ensuring they meet all requirements to remain eligible for the Tennessee Promise Scholarship
- Attend two team meetings with mentees to develop a mentoring relationship allowing them to become comfortable to reach out to me if they have questions during their college experience

College Student Personnel Association (CSPA)**Knoxville, TN**

Vice President for Recruitment

January 2019-December 2019

- Executed recruitment weekend for 24 candidates for the College Student Personnel (CSP) program including pairing students with hosts, assisting with transportation needs, and communicating important information regarding the event
- Arranged dinner for 50 current students and candidates including menu selection, pricing, transportation, and location
- Corresponded with prospective students through high contact email, phone call, and instant messaging answering questions and providing information about the program

SELECTED UNDERGRADUATE INVOLVEMENT**Student Ambassador**, Office of Admissions, Bethel University, McKenzie, TN*January 2015-May 2018***President/Vice-President**, Student Government Association, Bethel University, McKenzie, TN*March 2016-March 2018***Scholar**, McWhorter Scholars Program, Representing Bethel University, McKenzie, TN*August 2016-May 2017***SELECTED PRESENTATIONS**Schnurpel, A & **Kelley, C.** (April 2020) *In Their Winning Circle: Understanding the Needs of Low-Income and First Generation College Students*. NACADA Region III Conference. Lexington, KY.**Kelley, C.** (December 2019) *Roundtable: First Gen to First Job: Supporting the Career Development of First-Generation Students*. SoACE Annual Conference. Memphis, TN.**Kelley, C & Thurman, R.** (December 2019) *Assessment on Flexible Scheduling in the Division of Student Life*. CSP Assessment Day Presentation. Knoxville, TN.**Kelley, C.** (November 2019) *The Three C's of a Student Organization Constitution: Optimizing for an Effective Organization and Student Learning*. ACUI Region III Student Organization Pre-Conference. Knoxville, TN.**PROFESSIONAL AFFILIATIONS AND COMMITTEE INVOLVEMENT****Global Community for Academic Advisors (NACADA)***September 2019-present***Student Affairs Administrators in Higher Education (NASPA)***August 2019-present***CliftonStrengths Facilitation Team (Center for Career Development/Leadership and Service)***August 2019-present***Southern Association for Colleges and Employers (SoACE)***July 2019-present***Diversity and Inclusion Committee (Div. of Academic Success and Transitions)***June 2019-present*