

Susan Schott

sschott1@vols.utk.edu | (630) 640-2404 | Knoxville, TN

EDUCATION

University of Tennessee, Knoxville, TN

Master of Science, College Student Personnel

May 2020

James Madison University, Harrisonburg, VA

Bachelor of Science, Communication Studies

May 2018

GRADUATE STUDENT AFFAIRS EXPERIENCE

Graduate Assistant

June 2018-Present

Center for Health Education & Wellness, The University of Tennessee

- Conduct Brief Alcohol Screening and Intervention for College Students (BASICS) and Brief Cannabis Screening and Intervention for College Students (CASICS) meetings with at-risk students
- Utilize motivational interviewing during one-on-one meetings to encourage reflection and behavior change
- Facilitate university-sanctioned alcohol and drug education programs to 8-15 students weekly
- Promote an inclusive and non-judgmental atmosphere that encourages vulnerability within each program
- Communicate frequently with Student Conduct, Title IX, and the Counseling Center to address student needs and make referrals
- Plan and execute large-scale education events reaching upwards of 500 students
- Establish and retain campus and community partners to coordinate large-scale campus events
- Provide education, training, public speaking, and group facilitation for health-related programs
- Create learning outcomes and assessments for programs and events
- Interpret data results to update and improve future programs and events
- Improve marketing of the office by maintaining a social media presence, creating prevention campaigns, and designing event materials

Instructor

August 2019-December 2019

First-Year Studies, The University of Tennessee

- Taught a section of First-Year Studies 101 to 18 first-year students
- Partnered with an undergraduate student Peer Mentor to plan and facilitate lessons
- Coached Peer Mentor weekly to further develop leadership and facilitation skills
- Developed 16 comprehensive plans for each class session including such topics as: stress management, academic advising, campus involvement, and financial literacy
- Utilized creative technological strategies to engage Generation Z
- Conducted one-on-one meetings with each student to build rapport and assess individual needs and concerns

Academic Advisor*May 2019-August 2019**College of Arts and Sciences, The University of Tennessee*

- Served as an Academic Advisor for the College of Arts and Sciences for entering first-year and transfer students
- Presented one-hour presentations to over 500 students to educate about the college, our advising model, and degree requirements
- Engaged with each student individually on the first day of orientation to determine goals, interests, concerns, and previous course and test credit
- Advised students individually on the second day of orientation about course schedules related to their major and interests and informed them how to register
- Utilized and became proficient in GradesFirst, Banner, and Degree Audit Reporting System (DARS)

Academic Coach*January 2019-May 2019**Student Success Center, The University of Tennessee*

- Received Advanced Academic Coach certification through the National Tutoring Association
- Conducted one-on-one coaching sessions with at-risk and probation students
- Actively listened to each student's concerns and needs to develop a well-rounded coaching session
- Coached students to develop skills based on their needs, including: time management, goal setting, test preparation, and general life management skills
- Utilized GradesFirst to create detailed notes about each coaching session to monitor students' progress
- Created a welcoming and supportive environment to allow each student to feel comfortable sharing their struggles

ADDITIONAL EXPERIENCE

Peer Academic Advisor*August 2015-May 2018**University Advising, James Madison University*

- Advised and coached students in one-on-one sessions to determine their educational and career goals
- Served as a friendly, knowledgeable, and supportive resource and academic role model for students
- Presented informative academic presentations to over 100 first-year students
- Assisted over 500 students in one-on-one appointments throughout each academic year

Teaching Assistant*August 2016-May 2018**Honors College, James Madison University*

- Created 18 lesson plans to help first-year students transition during their first semester at college
- Led goal-oriented classes and discussions once a week
- Met with team weekly to discuss progress and problems from the previous week
- Served as a mentor in and outside of class to every student in my classroom

RESEARCH EXPERIENCE

Senior Thesis*January 2017-May 2018**Honors College, James Madison University*

- Conducted experimental research on the effects of mental health campaigns on college students
- Worked towards implementing social change by ending the mental health stigma within higher education
- Research published to the James Madison University Library