



## College of Education, Health, & Human Services

www.ehhs.kent.edu

### Kelley Stillwagon

Academic Advisor

VOSS

kstillwa@kent.edu

---

#### Education

---

**M.Ed., Higher Education Administration**

**2008**

Kent State University

**B.S.Ed., Secondary Education**

**2001**

Kent State University

---

#### Higher Education Work Experience

---

**Academic Advisor**

**8/2011 - present**

KSU- College of Education, Health and Human Services

*Advise students concerning placement assessment, curricular requirements related to academic objectives, career options and registration procedures.*

*Review and approve student requests for an assortment of academic changes, exceptions, modifications and actions.*

*Advise students in developing personal, academic and professional realistic goals based on students skills, values, interests, determination, and ability.*

*Provide and discuss resources and opportunities to students to make students most marketable upon graduation.*

*Develop strong relationships with students as they progress through academic career and serve as a mentor by providing direction, guidance and support.*

*Review and monitor student academic progress and recommend specific actions regarding academic and career goals.*

**Career Counselor**

**8/2005 - 8/2011**

KSU- Career Services Center

*Taught three credit hour Career Exploration class to assist a diverse group of students in gaining insight into career planning through exploring self-assessment tools, utilizing career resources and tools, and preparing for the job searching process.*

*Aided students in developing decision-making skills based on individual needs and priorities and provided follow up tools to track progress.*

*Utilized career exploration theories to assist students redefine academic and career goals for students in jeopardy of dismissal or reinstated students in order to retain students.*

*Collaborated with Exploratory Advising Center and exploratory academic advisors to provide career counseling during advising drop in hours once a week.*

*Facilitated effective presentations through active and lively commentary to University community. Topics included interviewing, job searching, internship, and services provided by Career Services Center.*

*Presented and critiqued mock interviews with students to provide real life experiences for students.*

*Empowered students and alumni with reality based career counseling in areas of career development and job searching.*

**Student Activities Officer**

**8/2001 - 8/2005**

KSU- Center for Student Involvement (formally called Campus Life)

*Prepared and estimated annual budget for America Reads and America Counts programs. Managed \$160,000 federal-funded budget.*

*Supervised, recruited, selected, and trained 50-80 reading and math tutors.*

*Implemented America Counts at University and collaborated with area school districts to begin program in middle school.*

*Composed, managed, and maintained America Reads Advisory Board and America Reads Directors Club. Coordinated and conducted monthly training for both tutoring programs.*

*Consulted surrounding community to determine the academic needs of area schools and learning centers.*

*Composed assessment and evaluation process to determine quality of services offered by both programs.*

*Conducted on-site visitation to 11 sites to ensure that all sites followed program policies and procedures.*

**Senior Tutor for America Reads and America Counts**

**10/1999 - 12/2000**

KSU- Campus Life

*Liaison between Kent State University America Reads Challenge and The Salvation Army Learning Center.*

*Supervised 20 reading tutors and 25 elementary students for after-school program.*

*Initiated and guided meetings between school administrators, teachers, and parents.*

*Instructed and trained all tutors on how to reach students using various teaching methods and assessments.*

*Planned and directed age-appropriate programs for students that addressed diverse interests of the population served.*



EXCELLENCE *in Action*