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 discusse 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.

Empoweredstudents 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

Liaisonbetween 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.