

Karolyn R. I.

karolyn.netlify.com • Portland, OR • ###-###-#### • firstname@pacificu.edu • she, her, ella

Education

Doctor of Philosophy in Education and Leadership, *anticipated 2020*

Dissertation topic: Mixed-Methods Study on the Impact of the RA Position on Career Readiness and Employability

Pacific University, Forest Grove, OR

Master of Science in Education, Concentration: Student Affairs in Higher Education, 2011

Colorado State University, Fort Collins, CO

Bachelor of Fine Arts in Graphic Design, 2009

Oregon State University, Corvallis, OR

Current Experiences

Graduate Research Assistant and Teaching Assistant

College of Education, Pacific University, Forest Grove, OR

May 2018 - Present

- Text Mining and Sentiment Analysis practicum in R, statistical software language
 - tidyverse, modeRndive, tidytext, gutenberGR, and many other packages for quant & qual data analysis
 - Handling “big data” via extraction, web scraping, wrangling, analysis with visualizations, and generating reports
- Created and administered the peer mentorship initiative for the PhD Education and Leadership program
- Coordinated the program’s EDLD 702 & 704: Virtual Symposium
- Served as TA for:
 - EDLD 714 Qualitative Research Methods
 - EDLD 718 Communication, Negotiation, and Conflict Resolution
 - EDUC 612 Teaching and Inquiry I: Fundamentals (multiple semesters)
 - EDUC 673 Student Teaching Seminar

Student Affairs Experience

Area Coordinator & Title IX Investigator

Departments of Residence Life and Conduct, Pacific University, Forest Grove, OR

July 2015 - May 2018

- Engaged in overall planning and management of the Department of Residence Life, including directly supporting three halls
- Provided second-tier Residence Life on-call response managing crisis situations, severe emergencies, and consultations
- Increased RA programming budgets by 75% via data-driven report comparing programming data, occupancy data, and budget data across multiple similarly situated institutions
- Managed work order data, reservations, occupancy data, and miscellaneous billing for three halls
- School Opening/Closing Coordinator: collaborating with Facilities, summer housing & conferences, Athletics, Orientation, etc.
- Served on Student Conduct Board to review/refer and adjudicate cases up to and including suspension/expulsion
- Completed ASCA+NACCOP Sexual Misconduct Institute Training: Clery Act & Trauma Informed Title IX Investigator, 2018
- Served as a Title IX Investigator, Hearing Officer, and Appeal Board member
- Successfully proposed and changed holiday/break housing fees to support residential students experiencing houselessness
- Served on Social Justice University Committee planning university wide events, trainings, and retreats
- Served as RA Training Committee Chair: Planning and coordinating residence hall staff training with the central staff team
- Collaborated and communicated with the Student Care and Consultation Team, Disability Resource Center, Student Health and Counseling Services, Campus Public Safety, and other campus partners to support students managing concerns
- Sustainability Committee Advisor, providing consultation for new residence hall composting initiatives
- Served on First Year Seminar and Student Experience University Committee
- Recruited, hired, and provided supervision and guidance to approximately 10-14 student staff
- Worked inter-professionally across multiple areas to help with complex student situations that have impacted a student’s ability to function successfully in the University community
- Professional and Graduate Student Selection Chair: Recruiting and coordinating the selection of full time professional staff and recruiting & supervising summer graduate student interns

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Student Affairs Experience, *continued*

Academic Advisor, *concurrent with Residence Hall Director position*

Center for Student Success, Carthage College, Kenosha, WI

January 2014 - June 2015

- Served as Academic Advisor to over 90 first-year, transfer, and Honors students, guiding students through curricula and degree requirements of various majors across all divisions
- Taught five sections of a first-year seminar aimed at supporting the transition to college
- Achieved 93-100% student attendance across the five sections of the first-year seminar
- Completed over 150 one-to-one meetings with advisees in a retention program focused on at-risk students during their first four weeks of classes, after the announcements of poor midterm grades, excessive unpaid balances, and non-registration
- Assisted students regarding academic success and setting concrete and achievable academic and professional goals through academic interventions during mid-term grade reporting
- Worked cooperatively with campus partners for students needing disability services, counseling, career assessments, etc.
- Utilized student retention and risk identification software package
- Conducted academic group advising sessions during spring and summer Advanced-Registration events, guiding students through course selections, taking into account their career objectives and personal goals
- Supported student learning, success, and retention initiatives under the Associate Dean of Advising and Student Success

Residence Hall Director, *concurrent with Academic Advisor position*

Department of Residence Life, Carthage College, Kenosha, WI

January 2014 - June 2015

- Participated in and designed portions of the residence hall staff training and development model for staff of 55 RAs, created individualized training sessions, professional development opportunities, and in-service presentations throughout the year in a collaborative team
- Facilitated and promoted social, diversity, wellness, and educational programming/community development events
- Provided first-line crisis intervention and emergency response in a duty rotation (crises including issues such as mental/physical health, safety and security, and facilities emergencies) and ensured appropriate follow-up with all parties involved
- Prepared programming reports for re-accreditation process
- Provided live-in, overall leadership to a 464 individual, six building complex of residence halls with first-years through seniors
- Assisted and supported the mission and management of the overall residence life program housing approximately 1700 students

Academic Associate, *concurrent with Residential Learning Coordinator position*

University College, Winthrop University, Rock Hill, SC

July 2011 - July 2013

- Taught ACAD 101: a first-year seminar aimed at supporting the transition to college, supervised course Peer Mentor
- Utilized student retention and risk identification software package for campus-wide assessment of student success, persistence, and satisfaction (EBI and MAP-Works)
- Researched and developed a Transfer, Adult, and Veteran Students Resource Manual used in the formation of the Resource Center for Adult Students

Residential Learning Coordinator, *concurrent with Academic Associate position*

Department of Residence Life, Winthrop University, Rock Hill, SC

July 2011 - July 2013

- Provided overall administration and leadership to a 400 individual, predominantly first year student, living-learning residence hall; assisted in the mission and management of the overall residence life program housing approximately 2500 students
- Adjudicated Student Code of Conduct and Housing Contract violations as a university judicial officer
- Provided first-line crisis intervention and emergency response in an on-call rotation
- Coordinated residential summer operations of camps and conferences
- Designed and completed a break and end of year check-out process that was later adapted to other halls
- Managed event contracts and other duties as advisor and mentor to the Residence Hall Association and Hall Council
- Prepared end of the year reports regarding programming, conduct violations, damage billing and various other reports
- Successfully implemented peer to peer program focused on academics and community
- Facilitated and promoted social, diversity, wellness, and educational programming/community development events

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Student Affairs Experience, *continued*

Assistant Resident Director

Housing & Dining Services, Colorado State University, Fort Collins, CO

July 2009 - May 2011

- Directly supervised, supported and evaluated 19-22 RAs living and working with 300-450 students
- Taught a 7-week long class for RA candidates during Spring 2010 and 2011 semesters
- Generated opportunities for conversations on diversity, intersecting identities, and social justice for student staff
- Responded to resident issues and emergencies through an on-call system for 5,000 students

Graduate Practicum Student for Undergraduate Retention Program

College of Natural Sciences, Colorado State University, Fort Collins, CO

Fall 2010

- Developed a science based track in a first-year “Getting to Year 2” conference from the Office of Orientation and Transition Programs under the direction of Director of Undergraduate Retention Programs, College of Natural Sciences
- Researched and identified the struggles of first-year students in the sciences
- Identified and recruited faculty, academic partners, and students to present at the conference

Graduate Practicum Student for the Study Abroad Office

International Office, Leicester University, Leicester, UK

Summer 2010

- Provided information about study abroad opportunities, procedures, and policies to incoming and outgoing UK students
- Developed and presented a workshop for students about studying abroad in the UK and about international experiences and communication in the UK, France, Italy, and Spain
- Processed incoming and outgoing visa student documents
- Facilitated a forensics summer study abroad program at Leicester University

Student Member, Educational Outreach Program, Minority & Under-represented Students

Oregon State University, Corvallis, OR

2005 - 2009

Selected Professional Presentations, Collaborations, and Other Skills

R programming, *tidyverse*, *text mining*, *sentiment analysis*, *data visualization*, *Rmarkdown* for generating reports
Spanish, *Heritage speaker*

CREATE Alternative School for at-risk and under-served youth, Board Member & Treasurer	2016 - Present
“Integrating Career Readiness & Employability in Student Leadership Positions” Presentation, NWACUHO	2019
“Recognizing Distress and De-escalating Crisis Issues” Presentation, NWACUHO	2019
“Recognizing the Warning Signs” Presentation, <i>Student Success and Retention Conference</i>	2018
“Emerging Leadership” Student workshop, <i>Pacific University</i>	2016 & 2017
“Social Justice and Privilege” Presentation, <i>Pacific University</i>	2015 & 2016
“Managing from the Middle” Presentation, <i>Pacific University</i>	2016
“Carefrontation: The power of compassion” Presentation, <i>Carthage College & Pacific University</i>	2014 & 2015
“Flipped classroom programming” Presentation, <i>Winthrop University</i>	2013
MLK Day of Service Event Committee, Marketing & Planning, <i>Winthrop University</i>	2012 & 2013
SCHOA Marketing Chair for Conference Host Committee, <i>Winthrop University</i>	2012
“Backpacking alone in Western Europe 101” Presentation, <i>Colorado State University & Winthrop University</i>	2011 & 2013
Campus ecology: A review of the Health and Counseling Center, <i>Colorado State University</i>	2011
7 Week Inclusivity Curriculum for Campus Recreation Student Staff, <i>Colorado State University</i>	2011
“Intercultural communication” Presentation, <i>Colorado State University</i>	2011
Adobe Design Suite (Photoshop, Illustrator, InDesign), <i>advanced</i>	
Google Gsuite, Microsoft Office suite, <i>advanced</i>	

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Selected Affiliations, Certifications, and Awards

NWACUHO member, <i>Pacific University</i>	2015 - present
ACUHO-i, NASPA, ACPA member, <i>multiple universities</i>	2010 - present
ASCA Sexual Misconduct Institute Training: Clery Act and Trauma Informed Title IX Investigator, <i>attended</i>	2018
“Classifying Clery Act Crimes” ASCA & NACCOP Training, <i>attended</i>	2018
NWACUHO 2018 Conference Mid-Level Challenge Award	2018
“Resolving Conflicts and Diversity Facilitation” Training by Lee Mun Wah, <i>attended</i>	2016
Title IX and Trauma Informed Investigation Training, <i>attended, Pacific University</i>	2015 & 2016
UMR, UMR-W member, <i>Carthage College</i>	2014-2015
NACADA member, <i>Carthage College</i>	2014-2015
South Atlantic Affiliation (SAACURH) Delegate Advisor, <i>Winthrop University</i>	2011 & 2012
NASPA “Live the Legacy, Be the Movement” Video Contest Award, <i>Colorado State University</i>	2010
NRHH, <i>Inducted spring 2007; Campus co-President 2008-2009, Oregon State University</i>	2006-2009
Diversity Achievement Award, <i>Oregon State University</i>	2005-2009
PACURH NRHH Building Block of the year, <i>Oregon State University</i>	2008
Safe Zone Ally Program: Ally Education Training, <i>Oregon State University</i>	2006