

# Emily Kelly

M.Ed. Student Affairs



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## Higher Ed. Experience

**Kutztown University | March 2020 - Current**

### Graduate Assistant, Conference & Event Services

- Work with organizations to help coordinate, set up, and plan events by using conference host system
- Participate in hiring process for student staff members by holding interviews via zoom and in person
- Work with various forms of data in Excel and Microsoft programs
- Manage social media accounts

**Kutztown University | Feb 2019 - Aug 2020**

### Graduate Assistant, Graduate Admissions

- Handled graduate school applications in PeopleSoft & IVUE
- Attended graduate school fairs as a rep. for Kutztown University
- Managed the graduate admissions email account and social media
- Met with prospective graduate students through meetings and provides tours of campus

## Other Related Work Experience

**Camp Tamarack, Bracebridge Canada | Jun 2017 - Aug 2019**

### Camp Counselor

- Supervised 10-14 girls at all times leading them through their daily activities and bedtime
- Performed a weekly night watch for unit and assisted with nightly unit activities
- Was awarded staff recognition award for camp wide all day program and was half day captain

## Educational History

**Kutztown University | Kutztown PA**

### Education Level: M.Ed.

- Program: **Student Affairs in Higher Education**
- May 2021

### Education Level: B.S.

- Major: **Psychology**
- Minor: **Social Work**
- December 2017

## Campus Involvement & Leadership

- Sisterhood Coordinator and Historian, Delta Phi Epsilon Zeta Gamma Chapter
- Deatrick Hall Desk Receptionist, Kutztown University Housing & Residence Life
- Deatrick Hall Community Assistant, Kutztown University Housing & Residence Life
- Secretary, Friends of Rachel
- Member, Psychology Club

## Internship Experience

**Intern, Lehigh University College of Education Graduate Admissions**

- Worked with local universities via Zoom and email to schedule and organize information sessions
- Assisted with Graduate orientation via Zoom
- Created new templates for COE programs offered

**Intern, Disney College Program**

- Performed rotational duties of operating & overseeing the Tomorrowland Speedway track
- Greeted guests & Fastpass at entrance or attraction

**Summer Intern, Berks County Children & Youth Services**

- Went to family court cases and assisted with paperwork and transcribed case notes
- Supervised child-parent & sibling visits
- Performed home & site visits at various treatment centers & group homes