

KELSEY JENKINS

HIGHER EDUCATION

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EDUCATION

M.Ed. Higher Education Administration | North Carolina State University | Raleigh, NC | GPA: 4.0 2022 - 2024
B.F.A. in Illustration | Suffolk University | Boston, MA 2011 – 2015
Associates in Arts | Horry-Georgetown Technical College | Conway, SC 2018 - 2021

TECHNICAL SKILLS

Project Management, Event Management, Data Entry, Survey Design, Microsoft Office Suite, Google Workspace, SmartSheets, Public Speaking and Presentation Skills, Zoom, Canva, Curriculum Design, Website Management, and Adobe Creative Suite.

EXPERIENCE

TEMPORARY ASSISTANT DIRECTOR OF EMPLOYEE DEVELOPMENT & SUCCESS Poole College of Management | Raleigh, NC | 05/2024 – Present

- Collaborate with the committee to create and implement the annual professional development series, including developing on-demand learning courses, and book miniseries.
- Develop and implement the Poole Pack Champion recognition program to foster a positive culture of appreciation. Design nomination procedures, SmartSheet form and survey, and award determination.
- Devise and schedule a Refresh and Reconnect Hour coffee cart initiative aimed at fostering employee community and enhancing wellbeing.
- Formulate survey questions for the Professional Development Series, a pulse survey for Employee Appreciation Week, and an employee wellness and satisfaction survey for the Employee Development and Success Committee.
- Organize a quarterly open house to promote a culture of collaboration and support, educating faculty and staff about the comprehensive services provided by the Office of Business Services.
- Support event logistics for Employee Appreciation Week, including assembling appreciation goodie bags and hosting the lunch.
- Establish and chair the Employee Development and Success Task Force, enhancing faculty and staff well-being through community resources, professional development, and wellness programs.

DIVERSITY, EQUITY, AND INCLUSION GRADUATE ASSISTANT Poole College of Management | Raleigh, NC | 08/2023 – 05/2024

- Planned and executed multiple employee cultural events, including a Black History Month culinary immersion and a Women's History Month event, each attended by over 100 employees.
- Conceptualized and implemented a dynamic curriculum for professional development, addressing critical issues related to diversity, equity, and inclusion.
- Selected relevant professional development books, ensuring the continuous growth and skill development of participants.
- Supported general administrative tasks, including email correspondence, report preparation, financial report management, calendar scheduling, and event coordination.
- Provided supervision and mentoring to undergraduate student organizations and helped plan their events on campus.

JOHN M. BELK IMPACT FELLOW The Hunt Institute | Cary, NC | 08/2023 – 05/2024

- One of twelve selected for this prestigious fellowship, recognizing exceptional leadership and commitment to education.
- Assisted in planning the events calendar and executing the Dallas Herring Lecture, which is attended by over 300 people in person and over 1,000 virtually.
- Contributed to the creation of resource facilitation guides for Dallas Herring lecture, ensuring seamless execution of key events.
- Collaborated with interdisciplinary teams to address challenges and enhance the overall impact of community college education in North Carolina.

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ALTERNATIVE SERVICE BREAK LEADER

North Carolina State University | Raleigh, NC | 08/2023 – 04/2024

- Oversaw a transformative service trip to Guatemala with a focus on understanding and addressing gender inequality, guiding a team of 11 dedicated undergraduate students.
- Planned a nine-day group itinerary, including organizing volunteering events, coordinating all flights and transportation logistics, and implementing emergency preparedness measures.
- Supervised logistics, budgeting, and donations for the Alternative Service Trip, including budgeting for airfare and managing participants' payment schedules.
- Developed and implemented a comprehensive curriculum for all pre-trip meetings, ensuring participants gain a deep understanding of gender inequality issues in Guatemala and acquire the necessary skills for meaningful engagement.
- Demonstrated strong leadership qualities by effectively managing and mentoring a diverse team, honing in on active listening skills to address individual needs and encourage open dialogue.

DIVERSITY, EQUITY, AND INCLUSION INTERN

Poole College of Management | Raleigh, NC | 01/2023 – 07/2023

- Supported event planning for affinity-based groups utilizing Yosso's Cultural Wealth Model.
- Developed and implemented comprehensive professional development opportunities aimed at enhancing staff wellness and fostering a supportive work environment.
- Supervised the execution of diversity and inclusion signature events such as Poole Pride Walk, Heritage Month Events, Diversity Mixer, and Inclusive Leader Breakfast and Reception for Poole College of Management's 4,200 students.
- Supported general administrative tasks, including email correspondence, report preparation, financial report management, budgeting, calendar scheduling, and event coordination.

ACADEMIC ADVISING GRADUATE ASSISTANT

Poole College of Management | Raleigh, NC | 08/2022 – 05/2023

- Gave inclusive career guidance and holistic academic advice to students interested in Business Management, Accounting, and Economics as well as Business Entrepreneurship Minor.
- Served as an active member of the Advising Assessment Committee to develop, evaluate, and review the effectiveness of advising registration springboards through data collection.
- Worked as a teaching assistant for Management 100, assisting with mentoring, lecturing, and developing comprehensive lesson plans to support the academic success of 42 students.
- Provided individual advising appointments, walk-in advising sessions, and electronic communication with the 3,600 undergraduate students at the college.

ACADEMIC ADVISOR

Horry-Georgetown Technical College | Conway, SC | 10/2021 – 08/2022

- Counseled students interested in a nursing or allied health science career and provided them with academic and career advice.
- Worked with Academic Chairs and Faculty to monitor student progress through their program of study and create efficient admissions processes into limited access programs.
- Examined student situations in which academic success is at risk and identify opportunities and resources for improvement.
- Engaged in individual advising appointments, walk-in advising sessions, and electronic communication with the 1,000-plus undergraduate health sciences students at the college.

ACCESSIBILITY SERVICES ACADEMIC SCRIBE

Horry-Georgetown Technical College | Conway, SC | 01/2021 – 08/2022

- Prepared coherent and comprehensive notes of classroom lectures, class discussions, and alternative oral and written communication by professors and classmates for students eligible for accommodation.
- Provided the student with notes in the agreed format within 48 hours of the course discussion to meet their needs.

ADMISSIONS SERVICES SPECIALIST

Horry-Georgetown Technical College | Conway, SC | 06/2019 – 10/2021

- Assisted newly admitted and continuing students with course registration and schedule change through Banner, DegreeWorks, and the student portal.
- Coordinated and managed student orientation and admissions open houses, hosting over 300 high school students.
- Identified existing and potential needs of students regarding admissions, financial aid, web systems, and advising.
- Collaborated and created social media campaigns, newsletters, email communication, tutorials, and flyers on Canva for services and resources with Student Affairs.
- Conducted data entry for student applications, and handled clerical tasks such as email management, report writing, meeting scheduling, and intern supervision.

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TECHNOLOGY SPECIALIST

Horry-Georgetown Technical College | Conway, SC | 08/2018 – 06/2019

- Communicated efficiently to prospective and continuing students including phone, electronic communication, live chat, and social media communications.
- Supervised TECH Talk, a Live Chat service, providing quality assurance, account creation, and staff training.
- Assisted with administrative support regarding password resets, ID creation, application resets, and Office 365 administration.

CERTIFICATIONS

Social, Behavioral, & Educational Research Good Clinical Practices CITI Program North Carolina State University	2023
Responsible Conduct of Research CITI Program North Carolina State University	2023
Human Subject Research CITI Program North Carolina State University	2023
Question, Persuade, & Refer – Suicide Prevention Training QPR North Carolina State University	2023
Safe Space Trainer Campus Pride Horry-Georgetown Technical College	2021

PROFESSIONAL SERVICE

Chair North Carolina State University Employee Development and Success Task Force	2024
Committee Member North Carolina State University Poole Pack Development Series Committee	2024
Vice President North Carolina State University Higher Education Masters Association	2023
Treasurer North Carolina State University College of Education Graduate Student Advisory Board	2023
Student Representative North Carolina State University The Council on the Status of Women	2023
Student Representative North Carolina State University University Standing Committee on Courses & Curricula	2023
Student Representative North Carolina State University Evaluation & Teaching Committee	2023
Alternative Service Break Volunteer North Carolina State University Student Leadership and Engagement	2023
Graduate Student Ambassador North Carolina State University College of Education	2022
Graduate Student Advisory Board Member North Carolina State University College of Education	2022
Civic Education Coalition North Carolina State University College of Education	2022
Pack the Polls Ambassador North Carolina State University Student Leadership and Engagement	2022
Civic Influencer Fellowship Civic Influencers North Carolina	2022