

Christopher Kelley

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EDUCATION

University of Tennessee, Knoxville

Master of Science, College Student Personnel

Knoxville, TN

May 2020

Bethel University *Magna Cum Laude*

Bachelor of Science, History

McKenzie, TN

May 2018

RELEVANT EXPERIENCE

College of Education, Health, and Human Sciences, University of Tennessee, Knoxville

Senior Coordinator, Retail, Hospitality, and Tourism Department

Knoxville, TN

February 2024-present

- Advise all Hospitality and Tourism Management (HTM) majors (currently 120+) each semester on academic curriculum, career exploration and planning, and internship opportunities
- Communicate with prospective students and families to provide information on major, careers, and outcomes of the major
- Hire, train, and supervise RHTM ambassadors to achieve departmental tasks and goals such as increased enrollment and student engagement
- Manage the required HTM internship component for up to 50 junior and senior level students each year including keeping organized documentation, grading weekly assignments, tracking student learning, and conducting periodic reviews
- Network with area industry professionals to develop and maintain quality internship/experiential learning opportunities and disseminate these opportunities to students
- Collaborate with faculty to establish qualifying experiential learning programs for HTM 392 Community and Industry Engagement
- Partner with the college and university recruiters to attend recruitment events geared at increasing student enrollment in the majors
- Maintain contact information with HTM program Alumni
- Prepare the timetable for the HTM program, communicate with the faculty, and submit the timetable by established deadlines to the proper systems
- Monitor and report on student enrollment data to the program and the department faculty and staff

College of Education, Health, and Human Sciences, University of Tennessee, Knoxville

Senior Academic Advisor

Advisor I

Knoxville, TN

July 2023-Feb 2024

May 2020-June 2023

- Advise 250-300 students each semester in establishing sound academic plans in 9 degree programs including: Kinesiology, Sports Management, Therapeutic Recreation, Audiology and Speech Pathology, Child and Family Studies-Community Outreach, Retail and Consumer Sciences, Hospitality and Tourism Management, Nutrition, and Public Health
- Lead one-on-one advising appointments for first year orientation, transfer, and change of major students
- Meet with prospective students and families in one-on-one and group settings as needed to assist in recruitment of students to the college
- Guide students on course petitioning process to ensure transfer credits and course selections are optimized for student educational goals
- Educate advisees on academic policies, procedures, and resources such as DARS resulting in wise academic decision-making skills
- Coach students on varying career paths encouraging them to identify and complete experiential learning opportunities to develop and strengthen their resume
- Mentor new advisors on academic programs, advising technology, and common practices within the office
- Refer students to appropriate campus resources based on unique needs to include OneStop Student Services (Financial Aid), Study Abroad, International Student Advising, Dean of Students Support Resources, and Center for Career Development and Academic Exploration.

TRiO Student Support Services, University of Tennessee, Knoxville**Knoxville, TN**

Graduate Research Assistant

May 2019-May 2020

- Contributed to the academic, personal, and career success of 250 students who were first-generation, low-income and/or had a disability in the Federal TRiO Student Support Services (SSS) program
- Recruited and completed intake processes of new SSS participants through summer orientation and outreach to campus partners
- Provided academic, personal, and career coaching to 70 students on my caseload through one-on-one appointments up to three times per semester
- Established and delivered a cohort-based workshop series for first year, sophomore, junior, and senior SSS students all involving a component of career development information based on their classification including how to gain experience, resume development, and available resources through the Center for Career Development
- Advised, recruited, and selected 7 students to serve on the SSS Student Leadership Council designed to create community among the participants of the SSS program
- Communicated with parents/guardians of first-generation students at summer orientation about how to best support their student through college

TEACHING EXPERIENCE**Haslam College of Business, University of Tennessee, Knoxville****Knoxville, TN**

BUAD 200 Instructor

Spring 2020, Fall 2020, Spring 2021, Spring 2023, Fall 2023, Spring 2024

- Instruct a one-hour career readiness course for 48-50 students enrolled in the Haslam College of Business titled "Integrity: Becoming an Ethical Leader & Effective Communicator"
- Guide students in understanding how to develop and communicate their career goals in an ethical and effective manner
- Instruct lessons on elevator pitches, resume writing, networking, cultural maturity, giving and receiving critical feedback, and career skills necessary for success in the workplace

First Year Studies, University of Tennessee, Knoxville**Knoxville, TN**

FYS 101 Instructor

Fall 2021, Fall 2022

- Led a class of up to 30 first year students in developing the tools and knowledge needed to be successful in the transition to college
- Conducted lessons on career development, diversity/equity/inclusion, campus involvement, academic resources, etc to encourage active learning and participation in the collegiate experience

Center for Career Development, University of Tennessee, Knoxville**Knoxville, TN**

Practicum Teaching Assistant

January 2019-May 2019

- Co-instructed two sessions of Exploring Majors and Careers Course for 45 first- and second- year exploratory students centered around self-assessment, exploring, experiencing, and transitioning
- Participated in training on career development theories, assessments, and career resources
- Conducted one-on-one career counseling appointments with each student in the course to discuss career goals and develop action plans towards meeting those goals
- Co-led a trip for students to learn about careers in the fields of history, nonprofit management, and museums and archives to the historical Blount Mansion for a panel, networking opportunity, and tour of the facility

SELECTED PRESENTATIONS

Kelley, C & Claxton, M. (March 2023) *"My Advisor Won't Respond to Me!": Managing Student Email Expectations for Success.* NACADA Region III Conference. Wilmington, NC.

Kelley, C & Modica-Foster, K. (April 2021) *Power, Privilege, and Difference: Managing Difference to Grow the Winner's Circle.* NACADA Region III and V Conference. Virtual.

Schnurpel, A & **Kelley, C.** (April 2021) *In Their Winning Circle: Understanding the Needs of Low-Income and First Generation College Students.* NACADA Region III and V Conference. Virtual.

Kelley, C. (December 2019) *Roundtable: First Gen to First Job: Supporting the Career Development of First-Generation Students.* SoACE Annual Conference. Memphis, TN.

PROFESSIONAL AFFILIATIONS

Global Community for Academic Advisors (NACADA)

September 2019-present

Southern Association for Colleges and Employers (SoACE)

July 2019-May 2020

College Student Personnel Association (CSPA)

August 2018-December 2019

COMMITTEE AND PROFESSIONAL ASSOCIATION INVOLVMENT

TennACADA (University of Tennessee Advising Association)

- President *May 2023-present*
- Vice President *May 2022-May 2023*

UTK Academic Advising Strategic Plan Steering Committee *September 2022-December 2022*

UTK Advising Diversity, Equity, and Inclusion Committee (Division of Academic Success) *August 2021-May 2022*

NACADA Region III Conference Planning Committee (Hospitality and Wellness) *November 2021-February 2022*

Search Committees

- KRSS Advisor I *October 2023-present*
- CEHHS Director of Advising *September 2022-December 2022*
- Center for Career Development Career Consultant *October 2021-February 2022*
- CEHHS Advisor I *August 2021-October 2021*

PROFESSIONAL DEVELOPMENT

SafeZone (Hosted by UTK Pride Center) *December 2022*

GreenZone Training (Hosted by UTK Veteran Success Center) *September 2022*

CliftonStrengths for Students 201: Campus Advising *July 2021*

Advising and Student Success DEI Book Club ("So you want to talk about race?") *Spring 2021*

Theory and Practice of Advising (NACADA eTutorial Course) *Fall 2020*

AWARDS AND HONORS

NACADA Region III Excellence in Advising Award- New Advisor *March 2023*

Undergraduate History Student of the Year Award *April 2018*