

Kristin L. Williams, M.Ed.

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SUMMARY

Higher education/career services professional with 17+ years experience concentrated in career coaching and employer relations, student engagement, internship/job placement sourcing and identification

EDUCATION

Kent State University, Kent, Ohio

Doctor of Education, Interprofessional Leadership (expected 2023)

Master of Education, Higher Education & Student Personnel

Muskingum (College) University, New Concord, Ohio

Bachelor of Arts (magna cum laude) - Majors: Spanish and history; Minor: Psychology

EXPERIENCE

Ambassador Crawford College of Business and Entrepreneurship, Kent State University

2022-present

Director, Employer Relations, Graduate Programs

University College, Kent State University

Executive Director, Career Exploration & Development

2015-2022

- Lead staff of 20+ to deliver personalized career education programming to 38,000+ first-year through graduate students by way of partnerships with colleges, schools, and units to mobilize across campus; increasing utilization by 25% in two years - Administer \$2.1M operations and events budget; career services fee for the Kent Campus
- Develop and maintain partnerships with local, regional, national and global corporations and organizations to provide quality high impact experiences (co-ops, internships, practicum) and employment opportunities for students and alumni
- Manage internship award fund, supporting 250+/- students/year with \$1000 awards for unpaid internship participation
- Launched job shadow program, *Flashternships*, to expose first-year students without fieldwork, clinical, etc. experiences to world of work early in order to increase career awareness and confidence
- Distribute surveys in alignment with NACE First Destination survey to report the outcomes of our graduates, employment trends, realizing 35% response rate in year one of deployment
- Provide strategic oversight for fall and spring career fairs with 150+ employers, insurance industry event with 40+ employers, and teacher employment day with 75+ districts recruiting, as well as on-campus recruiting

University Committees: Student Engagement Work Group; Dynamic Education and Engagement of Diverse Students Committee – Professional Pathways Chair; First Destination Survey Team – Chair; Handshake Transition Committee; Kent State Career Network – Convener; Talent Development Council – TeamNEO

Ambassador Crawford College of Business and Entrepreneurship, Kent State University

Director, Career Services Office

2013-2015

- Led staff of 5-6, implementing comprehensive career services programming for 4400+ students, freshmen through master's level, resulting in 150% increase of utilization from 2013/14 to 2014/15 - Managed \$500k operations and events budget
- Captured public and private support dollars in collaboration with University partners, resulting in \$193,000 OMIC2 award (2013-2015); PI for \$444,015 Great Lakes Career Ready Internship award (2015-2018)
- Maintained data collection for post-graduation outcomes results for all program graduates, increased knowledge rate from 28 in 2013 to 56% in 2014; evaluating outcomes data tools for future surveys
- Deployed 4-5 large-scale career fair events, steadily increasing student attendance and employer participation annually
- Cultivated and developed new recruiting relationships with corporate partners to ensure available full-time and internship opportunities for students

University Committees/Service: Women in Business – Chair; Assessment Accreditation and Learning outcomes team; Kent State Career Network

College of Public Health, The Ohio State University

Career Services and Recruitment Coordinator, Master of Health Administration Program

2011- 2013

- Managed post-graduation outcomes tracking employment and salary data for all program graduates, yielding 97% response rate and resulting in top-10 ranking for program nationally

- Annually identified 50+ local, regional and national administrative summer residency and internship positions for Master's Health Administration students, increasing out-of-state opportunities by 10% in 2012
- Conducted employer outreach and visits to maintain current, and develop new, recruiting relationships resulting in 25% in new employer partners
- Restructured internship application/selection process, creating matching process favorable to students and employers using new career management software tools
- Advised three cohort caseload of students on curriculum, program requirements, and career planning, including workshop new student orientation to gauge early career interests of incoming students

University Committees/Service: University Career Services Committee; Health Services Management and Policy Alumni Committee

Ambassador Crawford College of Business and Entrepreneurship, Kent State University

Manager, Business Experiences (Internship Coordinator)

2008 – 2012

- Directed outreach to/collaborated with industry/alumni partners to identify and develop internship opportunities, resulting in new connections
- Advertised, promoted internships to students, increasing participation by 34% in AY 2009/10; 37% in AY 2010/11
- Identified and stewarded donations for scholarship/stipend opportunities to fund unpaid internship positions - \$525,000 in 2010; additional \$33,000 in 2011
- Reinvented (2009 MBA mentor program, pairing 20-30 students with upper/executive-level professionals providing guidance support on career management

University Committees/Service: Women in Business – Chair; NSSE Team – College of Business Administration

Undergraduate Studies, Kent State University

Academic Advisor, RETAIN

2006 – 2009

Upward Bound Summer Program, Kent State University

Academic Coordinator/Assistant Hall Director

2005 – 2006

EXCEL Learning Community, Kent State University

Learning Community Assistant

2004 – 2006

TEACHING

UC 10162 Intro to Professional Development, Kent State University

2019-present

MBA Professional Development Course, Kent State University

2010, 2013

First Year Colloquium/First Year Experience Course, Kent State University

2007-2009

Road Map to Success, Kent State University

2007-2009

Take Charge Workshop, Kent State University

2004-2006

PROFESSIONAL ASSOCIATIONS & ACTIVITIES

Member, College Student Educators International (ACPA)

2009-present

- Commission for Career Services member (2010-present); Commission for Career Services Directorate Board (2018-2021)
- C3 Volunteer (2010); Session program reviewer (2011;2017; 2018)
- Presentation, 2018 National Convention, Houston, TX "Leading Through Change: Applying Kaizen Methods to Reduce Amygdala Autopilot"

Member, Career Leadership Collective

2017 – present

- 2018 inaugural Mastermind cohort

Member, Ohio College Personnel Association (OCPA)

2013-present

- Presentation, 2017 Conference, Columbus, OH "Leading Through Change: Applying Kaizen Methods to Reduce Amygdala Autopilot"

Member, National Association of Colleges and Employers (NACE)

2010-present

Member, Cooperative Education & Internship Association (CEIA)

2010-present

Member, National Academic Advising Association (NACADA)

2005-2010

- Presentation, 2007 Region V Conference, Milwaukee, WI "Career Advising: On Tap for Success"
- Presentation, 2008 Region V Conference, Grand Rapids, MI & National Conference, Chicago, IL "The Great Generational Divide: When X and Y Are Your Coworkers"