

KELSIE POTTER

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EDUCATION

Virginia Commonwealth University

Doctorate of Education in Educational Leadership

Richmond, VA
May 2021-May 2024

The New School

Master of Arts in Media Studies

New York, NY
August 2016 - May 2018

University of Kentucky

Bachelor of Arts in English and Integrated Strategic Communication
Minor in Theater

Lexington, KY
August 2012 - May 2016

EMPLOYMENT

Senior Academic Advisor

University of Kentucky

Lexington, KY
August 2023 - present

- Provide curricular and non-curricular advising to 200+ freshmen, sophomore, juniors and seniors in the Department of Human Nutrition and Dietetics programs, including Human Nutrition majors, Dietetics majors in Accelerated Coordinated Program and didactic program.

Senior Academic Advisor

Virginia Commonwealth University

Richmond, VA
2021 - 2023

- Provide curricular and non-curricular advising to 500+ sophomores, juniors, seniors, and transfer students within the Department of English.
- Triage with Department of Student Success and Strategic Enrollment Management and Student Success to complete retention, recruitment, and student success campaigns.
- Review student records and DegreeWorks to confirm schedules and ensure timely completion of graduation requirements.
- Approve graduation applications and assist in planning graduation ceremonies each semester.
- Oversee the needs and provide support for various student populations, including online, international, adult-transfer, undergraduate, graduate and first generation students.
- Cultivate relationships with internal departments across the university.
- Nurture student engagement through development of student events, such as mixers, alumni panels, and workshops that promote career preparation, social justice awareness, and community involvement.
- Assist Department Chair with resolving faculty and student conflict, change of grade forms, and scheduling processes.
- Supervise 4 to 5 student workers through federal work study.
- Organize, train, and oversee student peer mentors through a newly established peer-advising program.
- Serve as Staff Advisor for The English Club and Creative Writing Clubs, both departmental student organizations.
- Participate in search committees to fill positions in Advising and Student Success.

ARAC Coordinator
Virginia Commonwealth University

Richmond, VA
2022 - 2023

- **Duties taken as an overload assignment.**
- Assist students in gathering materials to submit appeals to the Academic Regulations Appeals Committee for the College of Humanities and Sciences.
- Manage large loads of documentation in Google Suite to compile appeals.
- Ensure appeals are complete and meet requirements for committee review.
- Respond to student concerns in a timely manner to guide students through the appeals processes.

Academic Advisor II
Virginia Commonwealth University

Richmond, VA
2018 - 2021

- Handled on-the-spot student concerns during designated advising walk-in hours.
- Produced and created departmental videos for Transfer students and for the Change of Major process that are shared via email and during presentations.
- Maintained confidential student records in Banner and Degreeworks.
- Tracked student degree progression and effectively communicated degree requirements and graduation milestones.
- Created and designed a weekly email newsletter that is sent to 1,600+ students.
- Provided academic advising training for 3 to 4 Graduate Student Advisors every academic year.
- Reviewed waitlist for psychology courses and provide administrative overrides.
- Served as Communications Liaison on the University Academic Advising Board, which includes creating a weekly newsletter that is sent to 200+ academic advisors and partners at VCU.

Graduate Advisor
The New School

New York, NY
2017 - 2018

- Provided academic, social, and career advising to 500+ students.
- Participated in student recruitment by leading tours, meeting with prospective students, and following up via email and phone.
- Collaborated with the Director of Student Affairs to implement all aspects of The School of Media Studies new student orientation program.
- Designed, wrote, and edited registration and academic communications through flyers, emails, Facebook live events and a Wordpress blog.
- Administered advisement support for 20+ faculty advisors.

SERVICE EXPERIENCE

Equality VCU
Virginia Commonwealth University

Richmond, VA
2018 - Present

- Serve as a member of Equality VCU, the LGBTQIA+ staff and faculty organization at the university.
- Served as a member of the Lavender Graduation Ceremony planning committee, which included working to coordinate a special graduation ceremony for students who self-identified as LGBTQIA+.

- Served as a member of the Burnside Watstein planning committee, which included soliciting nominations for an LGBTQIA+ staff/faculty/student award, planning the award ceremony, organizing catering, and communicating with award recipients.
- Continue to collaborate with the Q Collective, VCU's Queer studies and LGBTQIA+ research organization.

LGBTQIA+ Advising and Advocacy Community

NACADA

2020 - 2021

- Elected to steering committee for the NACADA LGBTQIA+ Advising and Advocacy Community
- Collaborated with advisors across the nation to increase educational opportunities regarding LGBTQIA+ students, staff, and best advising practices.

TEACHING

UNIV 191: Navigating Pride

Virginia Commonwealth University

Richmond, VA
Fall 2019, Fall 2021, Fall 2022

- Designed course curriculum for 40+ first-semester freshmen students who self-identify as LGBTQIA+ or allies.
- Advocated for 100+ LGBTQIA+ or ally identifying freshmen students during three semesters in which the course has been taught.
- Created syllabus to focus on intersectionality and history of LGBTQIA+ peoples, emphasizing inclusion and equity.
- Led class discussions surrounding identity, personal relationships, media representation, and resources for students.
- Managed course assignments, deadlines, and grades.
- Organized class visit with local drag performer and guided class questions.
- Served as Lead Instructor to hire and train incoming adjunct faculty to teach UNIV 191: Navigating Pride.

PUBLICATION

Chapter contributor:

NACADA

Forthcoming 2024

CHAPTER REVIEW

Chapter reviewer for: *Advising LGBTQ Students in the 21st Century*

NACADA

August, 2021

PROFESSIONAL MEMBERSHIPS

Equality VCU (LGBTQIA+ Staff organization)

2018 - 2023

NACADA Membership

2018 - 2023

VCU University Academic Advising Board Member

2018 - 2023

VCU Honors Council Member

2018 - 2023

Lavender Graduation Committee Member	2020 - 2023
NACADA Writing: Idea Generation Group Member	Spring 2020
NACADA LGBTQIA+ Advising Community Committee	Fall 2020 - Fall 2021
Student Experience Committee for Black Equity	Fall 2020 - Spring 2021
Burnside Watstein Award (LGBTQIA+ award) Committee	Fall 2019 - Fall 2021

PRESENTATIONS

"You're Just Confused." Bi-Erasure & Bi-phobia	VCU Office of Multicultural Student Affairs	Spring 2020
"From Spam to Priority: Redesigning Email Newsletters To Capture Interest and Promote Success"	UAAB VCU Advising Conference	Spring 2019
Advisor Insights: A 360° View of the Student Experience	VCU IMPACT Summit	Spring 2023

SELECTED TRAININGS

FERPA	GreenZone	NACADA Conference FA 2019
TITLE IX	CliftonStrengths	ACPA Conference SP 2020
NACADA Advising Philosophy eTutorial	SafeZone	NACADA Academic Coaching Webinar

TECHNOLOGICAL SKILLS

Banner 9	Canvas	MailChimp
DegreeWorks 4 & 5	Blackboard	MailMerge
Starfish	Canva	Microsoft Office
EAB Navigate	Adobe Suite	Google Suite