

Susan M. Skees

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RELEVANT EXPERIENCE & QUALIFICATIONS

Undergraduate Advising & Education

- ⌘ Coordinate undergraduate advising activities for College of Agriculture, Food and Environment.
- ⌘ Conducted training for academic coordinators and faculty in myUK GPS.
- ⌘ Advise approximately 10 undeclared students on annual basis as well as assist with advising students who have declared a major.
- ⌘ Advise student athletes at Community & Leadership Development group advising sessions.
- ⌘ Assisted Associate Dean for Instruction in determining which students should be suspended for academic reasons.
- ⌘ Designed and implemented the first Academic Workshops for probationary students to educate them on ways to improve their academic performance.
- ⌘ Meet with students who plan to return to UK after being academically suspended.
- ⌘ Work with APEX team to encode and update 13+ degree programs in College of Agriculture, Food and Environment.
- ⌘ Meet with students in academic difficulty to discuss strategies to improve academic performance.
- ⌘ Taught UK 101 for 6 years.
- ⌘ Assist students and faculty with day to day activities related to undergraduate and graduate education.
- ⌘ Evaluate transfer courses from other institutions to determine appropriate transfer equivalencies.
- ⌘ Meet with prospective transfer students about degree requirements.
- ⌘ Confirmed student athletes progress towards degree.
- ⌘ Complete graduation audits for approximately 350 graduating seniors and confirm degrees annually.
- ⌘ Prepare and send monthly electronic newsletter to all undergraduate students.

Event Planning

- ⌘ Plan and put into action informational sessions for faculty advisors.
- ⌘ Implemented and improved the College of Agriculture, Food and Environment Recognition Program.
- ⌘ Coordinated the annual College of Agriculture, Food and Environment Scholarship Banquet.
- ⌘ Organized and implemented UK Advising Network meetings.
- ⌘ Arranged the Gamma Sigma Delta annual banquet for 175 attendees.
- ⌘ Chaired the organizational committee for the College of Agriculture, Food and Environment Outstanding Staff Award.
- ⌘ Member of planning committee for 2009 KACADA state conference.
- ⌘ Chaired the planning committee for the 1999 Mid-South NACADA Regional Conference.

Scholarship Program

- ⌘ Supervised evaluation and notification process of over 300 undergraduate scholarships applications.
- ⌘ Assisted Associate Dean for Academic Programs in selecting scholarship recipients.
- ⌘ Entered recipient awards in SIS.
- ⌘ Coordinated and managed annual scholarship banquet for over 800 attendees of students, parents, and donors.
- ⌘ Prepared budgets for \$250,000 scholarship program

Professional Profile

- ⌘ Proficient with deadline management and multitasking.
- ⌘ Adept at managing budgets and accounts for operational efficiency.
- ⌘ Excellent at planning with detail-oriented execution of major events.
- ⌘ Self-directed, results-oriented leader with key experience within the UK College of Agriculture, Food and Environment.

Susan M. Skees (page 2)

WORK HISTORY	University of Kentucky, College of Agriculture, Food and Environment, Lexington, KY
1996 to Present	Office of Academic Programs <i>Student Affairs Officer III</i>
1988-1996	Office of Academic Programs <i>Administrative Assistant I</i>
1986-1988	Associate Director for Extension <i>Administrative Assistant I</i>
1982-1986	Department of Agricultural Economics <i>Staff Associate VII</i>
PROFESSIONAL ASSOCIATIONS & COMMITTEES	myUK GPS Pilot Program Consultant, 2015-present University of Kentucky Advising Network, Treasurer 2005-09, Chair Elect 2010, Chair 2011, Past Chair 2012 UK Undergraduate Council Committee Member, <i>Ex-Officio</i> , 2015-18 University of Kentucky Advising Leadership Team, 2011-present College of Agriculture, Food & Environment Undergraduate Curriculum Committee, 2011- present UK Commencement Committee, 2010-Present Enrollment Management Committee, 2009-Present Kentucky Academic Advising Association, Treasurer 2008-10 College of Agriculture & School of Human Environmental Sciences Merger Committee, 2003-04 University of Kentucky Staff Senate Senator 2003-06 National Academic Advising Association, 1999-present, <i>Academic Workshops:One Way to Get Students Back in the Race</i> , 2002 NACADA Regional Conference University of Kentucky Retroactive Withdrawal Committee, 2002-06 Gamma Sigma Delta Honor Society, 2000-present, Chapter President 2000-01
AWARDS	College of Agriculture, Food and Environment 2013 Outstanding Staff Award
TECHNICAL PROFICIENCIES	Microsoft Office, SAP – Student Lifecycle Management, Qualtrics, Business Warehouse, Tableau
EDUCATION	Georgetown College Georgetown, KY Master of Arts in Elementary Education University of Kentucky Lexington, KY Bachelor of Arts in Elementary Education