

# LACEY E. FILKINS

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## HIGHER EDUCATION EXPERIENCE

### **Associate Director of New Student Programs**

JULY 2016-PRESENT

Office of Residential Life/Assistant Dean of Students, Kenyon College, Gambier, Ohio

- Direct the day-to-day management of the College's New Student Orientation program for 500 first-year and transfer students
- Allocate and administer funds from a \$76,000 annual budget
- Hire, train, supervise, and evaluate 60 student Orientation Leaders and 2 paid Orientation Student Coordinators
- Chair the Orientation Planning Committee comprising faculty, students, and staff
- Develop and implement a comprehensive assessment plan to identify and address new student program needs; create and execute an on-going improvement strategy that aligns with the goals of the College
- Collaborate with campus partners to design and manage a first-year residential experience
- Manage New Student Programs webpage, social media pages, and new student online forms
- Oversee the creation of marketing materials for accepted students and their families with the Office of Communications
- Coordinate the application, selection, and early arrival processes for Pre-Orientation programs; collaborate with faculty and staff from the Pre-Orientation programs for effective integration into August Orientation, Extended Orientation, and the First-Year Experience
- Advise the First-Year Class Committee
- Oversee the student staff hiring practices, including, development of job descriptions, and selection process for the Office of Residential Life
- Assist with the coordination and effective implementation of administrative processes, including but not limited to, openings/closings, health & safety inspections, housing lottery, and check-ins/outs
- Lead and assist with designated office, divisional, and/or college committees, initiatives, and processes
- Participate in a professional on-call rotation to provide 24-hour crisis intervention and on-site emergency response for a campus of 1,700 (July 2013 – present)

### Selected Leadership Roles and Initiatives

**New Student Programs:** To align the student Orientation Leader (OL) program with the College's goal of providing high impact experiences for students, designed and implemented a new OL structure to decrease the number of student leader positions from 130 to 70 to allow for an increase in responsibility and training. Envision and direct the implementation of a comprehensive extended orientation, first-year residential curriculum, and overall first-year experience. Wrote comprehensive learning objectives and outcomes for New Student Orientation based on recommendations from the Ad Hoc Committee for the First-Year Experience and national best practices.

**Residential Life:** Streamlined the selection process for Orientation Leaders, Community Advisors, and the Office of Residential Life student staff members. Acted as the Assistant Director for First-Year Residences during a vacancy; Directly supervised 4 paid Head Community Advisors and indirectly supervised 15 paid Community Advisors and oversaw 5 first-year residential spaces housing 500 students (September 2017).

**Campus Safety:** Collaborated with the Dean of Students to rewrite the standard operating procedures for the professional staff emergency on-call rotation (2016). Serve as a Title IX Investigator for the Office of Civil Rights. Serve as a member of the Kenyon College Incident Command Structure (ICS) and have completed FEMA Independent Study Classes IS-700.a and IS-100.HE (2014)

**Crozier Center for Women** (July 2013-July 2018): Identify and collaborate with key internal and external partners to implement a comprehensive year of women and gender-centric programming that contributes to a campus climate of inclusivity across gender and intersecting identities. Hired, trained, supervised, and evaluated two paid student managers and two unpaid residents; allocate and administer funds from an annual budget. Develop and implement a comprehensive assessment plan to identify and address community needs. Address all facility, programmatic, and residential needs for the Center.

JULY 2013-JUNE 2016

**Assistant Director of New Student Orientation & Community Programs**

Dean of Students Office, Kenyon College, Gambier, OH

- Selected, trained, and supervised 130 Upper-class Counselors for August Orientation
- Wrote, read, and distributed the applications for Pre-Orientation programs for incoming students
- Organized the Outdoors Club and Community Service Pre-Orientation programs as well as provided supervision for 20 student leaders
- Maintained online database of forms to ensure a seamless transition of new students from acceptance to enrollment
- Partnered with the Academic Advising Office and Registrar to pair Upper-class Counselors with Faculty Advisors
- Composed annual community service reports for the VP of Student Affairs, the Dean of Students, and the Office of the President
- Collaborated with community partners to build successful community service and service-learning events
- Advised the Relay For Life student planning committee as well as provided event management for Relay For Life
- Coordinated the annual Empty Bowls fundraising dinner to benefit local food banks
- Oversaw the day-to-day operations of the Craft Center, including, but not limited to, scheduling of 12+ semester-long craft classes of varying topics, participant registration, student and instructor payroll, and supply ordering
- On-campus Craft Center: supervised three paid student managers and ten professional instructors; coordinated monthly craft-related workshops open to the campus and community

Selected Leadership Roles and Initiatives

**Community Programs:** Increased the number of campus service events each academic year from two to eight. Implemented an Alternative Breaks program based on the BreakAway 8 Components of a Quality Alternative Break. Created and centralized the method for collecting and analyzing community service hours completed by the campus. Built an annual MLK, Jr. Day of Service.

**Craft Center:** Implemented an online class registration process for the Student Craft Center.

**Committees:** Member of the Martin Luther King, Jr. Day of Dialogue (2014-2016). Served as a member of the Student Rights & Responsibilities hearing officers team.

**Graduate Assistant for Campus-wide Programming,**

AUGUST 2012-JULY 2013

Sustainable Carolina, University of South Carolina, Columbia, SC

- Advised Sustainable Carolina's leading student programming board to guide students in the development, implementation, and assessment of major campus events including, but not limited to, Sustainability Week and Earth Week
- Coordinated sustainability presentations for the University-101 first-year courses
- Created assessment measures for committee events

**Admissions Counselor,**

OCTOBER 2010-AUGUST 2012

Office of Admissions, University of South Carolina Aiken, Aiken, SC

- Coordinated the out-of-state recruitment of prospective students
- Supported out-of-state students through the recruitment, application, and enrollment process
- Represented the university at local, regional, and national college fairs
- Aided in the planning and running open houses and other visitation programs

**PROFESSIONAL SERVICE, PRESENTATIONS, & PUBLICATIONS****Ohio College Personnel Association**Executive Board Member

APRIL 2016-PRESENT

- Professional Development Chair, June 2017-Present
- Careers in Student Affairs Conference Co-Chair, April 2016-June 2017

Association Presentations

## Professional Development Institutes (PDI)

- Fall 2017: Created and led an 8-week long book club for Ohio higher ed professionals based on *Essentialism: The Disciplined Pursuit of Less* by Greg Mckeown
- February 2018 hosted a drive-in PDI: *Resilience in an uncertain climate*
- July 2018: Created and led a summer book club for Ohio higher ed professionals based on *i-Gen* by Jean Twenge
- October 2018: In collaboration with the 4-year Private Member At-Large, hosted a virtual PDI, *Election Day Considerations: What is our obligation to our students, the institution, and the law?*
- November 2018: In collaboration with the Graduate Members At-Large, hosted a virtual PDI, *The Job Search*
- December 2018-January 2019: Created and led a winter break book club for Ohio higher ed professionals based on *Dare to Lead* by Brene Brown
- February 2019: In collaboration with Bricker & Eckler Law Firm hosted an in person PDI: *Legal Issues in Student Affairs*

## 2019 Annual Conference

- *Helping i-Gen Begin Their Story*

## 2018 Annual Conference

- *Turn fifteen minutes of flop into fifteen minutes of fame: mastering the art of the interview presentation*
- *Don't worry I only changed everything: proposing structural changes to a major campus program*

## 2017 Annual Conference

- *Behind the Regalia: Transparency in Student Affairs*
- *Passionate Today, Forgotten Tomorrow: How to stay motivated in the era of 24-hour Activism*

## 2017 Mid-Managers Institute

- *350 Unread Emails: I'm too Busy to Attend this Session*

## 2016 Annual Conference

- *350 Unread Emails: I'm too Busy to Attend this Session*

## 2015 Annual Conference

- *Creating a Culture of Respect through Productive Dialogue*

Association Service

- Winter Awards selection committee member, 12/2017, 12/2016, 12/2015
- 2015 Careers Conference planning committee member

**Association for Orientation, Transition, and Retention in Higher Education (NODA)**

## Small College Network Co-Chair

MARCH 2017-DECEMBER 2018

- Co-wrote mission statement and goals

## Annual Conference Presentation

OCTOBER 2018

- *Supporting the i-Gen: A Roundtable Discussion*

## Region VII Conference Planning Committee

NOVEMBER 2016-MARCH 2017

**Article Publication**

NOVEMBER 2013

## Campus Activities Programming Magazine

- Filkins, L. (2013, November). It's time to "green up" your programming: Ways to engage students in campus sustainability goals. *Campus Activities Programming*, 46(05)

**HONORS & AWARDS**

Ohio College Personnel Association, Fayette M. Paulson Accomplished Leader Award	2018
Kenyon College Greek Council, Distinction in Mentoring Award	2014
Zeta Tau Alpha Fraternity, Graduate Founders Grant Recipient	2011, 2012
University of South Carolina Aiken, Golden Owl Award for Outstanding Greek Advisor	2011
Zeta Tau Alpha Fraternity, Ivelyn Beth Harrison Award	2011
Omicron Delta Kappa Society Initiate	Inducted April 2009
Lambda Pi Eta, National Communication Association	Inducted May 2009

**EDUCATION**

UNIVERSITY OF SOUTH CAROLINA, Columbia, South Carolina  
**Master of Education, Higher Education & Student Affairs Administration**, May 2013

BALDWIN WALLACE UNIVERSITY, Berea, Ohio  
**Bachelor of Arts, Public Relations**, Cum Laude, December 2009  
*With Minors in Communication Studies and History*