

Kari L. Stewart

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PROFILE

Outgoing and efficient professional with twelve years of administrative and management experience in higher education. A US citizen, I have full work authorization for the UK through marriage.

KEY SKILLS

Advanced administrative and interpersonal skills
Thrive in a dynamic environment
Ability to prioritize, delegate and motivate
Effective public speaker and presenter
Quick learner and eager to take on new challenges

EMPLOYMENT

Associate Director of Admissions and Financial Aid for Admissions Counseling Programs, Calvin College, Grand Rapids, Michigan

May 2003-May 2007

- Select, supervise, train, support, evaluate and coordinate the work of ten Admissions Counseling professional staff
- Coordinate and assess the Admissions Office's multicultural recruitment efforts
- Oversee strategic program areas including athletic, transfer and international recruitment
- Manage the college's relationships with key high schools by providing programs, resources, and services
- Work with the Assistant Director to integrate student Admissions Assistants into the counseling program

Assistant Director of Admissions for Admissions Assistants and Telecounseling, Calvin College, Grand Rapids, Michigan

May 2001- May 2003

- Maintained an efficient and productive student employee program by recruiting, hiring, training, supervising and evaluating 55 Admissions Assistants
- Developed, coordinated and evaluated a targeted, seasonal telecounseling strategy for Admissions Assistants and Admissions Counselors
- Assisted with recruitment of ethnic minority populations through coordination of key programs
- Consistently worked to integrate new tools and technologies into recruiting and telecounseling efforts.
- Developed and implemented a training program for new Admissions Counselors
- Analyzed and evaluated data in order to develop a goal-oriented marketing plan to be implemented by Admissions Assistants and Admissions Counselors

Admissions Coordinator for Student Employment, Calvin College, Grand Rapids, Michigan

June 1997-April 2001

- Developed a student employee program which grew from 35 to 50 Admissions Assistants
- Established a program of incentives and rewards to maintain motivation levels of Admissions Assistants
- Revised strategic January calling plan and, as a result, increased January contacts to prospective students from 2,000 to more than 7,600.
- Coordinated the recruitment of transfer students and assisted with their orientation

Admissions Counselor, Calvin College, Grand Rapids, Michigan

June 1995- June 1997

- Recruited students for Calvin College by traveling around the United States visiting high schools and churches and attending college fairs and receptions
- Met with on-campus visitors to establish and maintain an effective student recruiting process

ADDITIONAL EXPERIENCE

Committee Chair, Ad-hoc Subcommittee of the Committee on Scholarships and Financial Aid, Calvin College, September 2006-January 2007

- Directed a team which analysed the scholarship and aid awarding procedures and policies in light of the college's mandate to become more ethnically and culturally diverse

Conference Planning Team, North American Coalition for Christian Admissions Professionals, May 2004-June 2005

- Planned the annual three-day conference which involved over 500 attendees participating in more than 75 different sessions and activities

Seminar Presenter, North American Coalition for Christian Admissions Professionals (NACCAP) Annual Conference, May 2000, 2001 and 2002

- Presented on topics related to student employee program development and professional development for admissions counseling staffs

Committee Chair, Multicultural Enrollment Task Force, Calvin College, 2004-2007

Committee Chair and Emcee, Calvin Annual Spring Staff Recognition Event, Spring 2003; Committee member and emcee, Spring 2002, 2004 and 2005

Festival of Faith and Music Planning Committee Member, Calvin College, 2003-2007

Student Activities Advisory Board Member, Calvin College, 1999-2005

Admissions Website Content Team Member, Calvin College, 2001-2003

Programmer and DeeJay, WYCE Community Radio, 88.1 FM, 2000-2004

EDUCATION

Calvin College, Grand Rapids, Michigan

Bachelor of Arts in Music and Psychology, May, 1995

Cumulative G.P.A. 3.85/4.0 (A average)

Illiana Christian High School, Lansing, Illinois

High School Completion Diploma, June, 1991

Cumulative G.P.A. 3.95/4.0 (A average)

I have completed two graduate level courses in counseling psychology at **Western Michigan University** (achieved an A grade in both classes) and, for my own enjoyment, have recently audited an undergraduate sociology class on Diversity and Inequality in the United States.

LEISURE

I enjoy adventurous cooking and experimenting with different types of cuisines. I take a great interest in popular culture, actively seeking out films, television shows, music, literature, etc. that slip under the radar as well as those which are well advertised. I enjoy the window they give me on cultures around the world. The desire to learn about many different peoples and cultures also feeds my love of travel.

REFERENCES

Professional and personal references will be provided upon request