

KELLY C. BROWN

1889 S. 900 E. • Salt Lake City, UT 84105 • (801) 574-8364 • kelly.brown@hsc.utah.edu

EDUCATION

- 2018 **M.Ed., Educational Leadership and Policy, Student Affairs Emphasis**
University of Utah, Salt Lake City, UT
- 1992 **B.A., German and International Studies**
University of Wisconsin-Stevens Point, Stevens Point, WI
- 1996 Certificate in International Marketing/Business
Milwaukee Area Technical College, Milwaukee, WI

EMPLOYMENT EXPERIENCE

- 1999 - Present Department of Occupational & Recreational Therapies, University of Utah, Salt Lake City, UT
- 2018 - Present **Manager, Programs**
- 1999 - 2018 **Academic Advisor**
Provide support to students in the program as well as those preparing for application.
- Act as a liaison for students with other departments on campus
 - Assist students pertaining to their academic planning
 - Provide admission guidance
 - Evaluate applications and organize applicant interviews
 - Develop and implement student related policies
 - Travel to regional universities to recruit students
 - Educate the wider community about health professions
 - Participate in college and university committees and events
 - Work with faculty in curriculum development and accreditation standards
- 1999 - 2017 **Administrative Assistant**
Provide administrative support for the program chair and other faculty members.
- Assist in financial planning and goal setting
 - Reconcile monthly financial reports
 - Develop and implement administrative policies
 - Manage the use and maintenance of departmental resources
 - Process employment forms and act as payroll reporter
 - Supervise other department employees
- 2006 - 2015 Utah Occupational Therapy Association, Salt Lake City, UT
- Administrative Assistant**
Provide administrative support and website maintenance for the organization.
- 1993 - 1999 Siemens Fossil Power Corporation, Milwaukee, WI
- Administrative Assistant, Manufacturing Services**
Provide administrative support for the Director of Manufacturing and other manufacturing personnel.
- Served on the Development Team for PCS - Project Cost Custom Software System and trained employees on its use

- Processed and booked customer orders, invoiced upon completion and insured payment
- Provided computer support (hardware/software) for 60 people
- Performed Time Administrator responsibilities for 200 hourly and 60 salaried personnel
- Created and maintained electronic databases using MS Access allowing for quick and efficient retrieval of data used to trade customer/vendor information
- Electronically managed schedule for several individuals
- Arranged for customer hospitality including meal and hotel accommodations

1989 - 1993 Stano Landscaping, Inc., Milwaukee, WI

Landscape Maintenance Crew Leader

Supervised five to ten employees at the job site. Planned for material and equipment requirements for the job.

- Oversaw completion of specific contracts ensuring customer satisfaction
- Maintained a daily log of employees' time and materials used
- Kept a time budget of specific duties performed on the job site

PROFESSIONAL AFFILIATIONS

2015 – Present National Association of Student Personnel Administrators

2004 – Present National Academic Advising Association

2001 – 2011 National Association of Graduate Admissions Professionals

PEER-REVIEWED PRESENTATIONS

October 2021 Lindsey, S., Dressler, T., Campbell, K. & Brown, K. "To EdD or Not to EdD? That Is the Question." National Academic Advising Association, Annual Conference, Cincinnati, OH.

May 2017 Brown, K. & Darby-Duffin, D. "I Want to Help People: How to Guide Students in Choosing a Therapy Career." Utah Advising Association, Logan, UT.

September 2016 Aiken-Wisniewski, S., Wiscombe, A., Furlong, J., Murphy, K., Brown, K., Farnsworth, K., Reyes, M., & Pond, T. "Experiencing the Meaning and Intersections of the NASPA and ACPA Professional Competencies." Utah NASPA Conference, Salt Lake City, UT.

October 2014 Bonnet, R., Brown, K., Lindsey, S., & Marble, D. "Climbing Higher: Guiding Students on the Path to Graduate School." National Academic Advising Association, Annual Conference, Minneapolis, MN.

May 2013 Bonnet, R., Brown, K., Lindsey, S., & Marble, D. "Climbing Higher: Guiding Students on the Path to Graduate School." Utah Advising and Orientation Association, Annual Conference, Snowbird, UT.

PUBLICATIONS

Lysaght, R., Wright, J., & Brown, K. (2003). Occupational therapy student recruitment: Attracting applicants in uncertain times. *Education Special Interest Section Quarterly*, (13)4, 1-3.

PROFESSIONAL DEVELOPMENT

Annually University of Utah Registrar's Summit

Annually University of Utah Academic Advising Conference

October 2021 National Academic Advising Association, Annual Conference, Cincinnati, OH

May 2017 Utah Advising Association, Annual Conference, Logan, UT

October 2016 National Academic Advising Association, Annual Conference, Atlanta, GA

September 2016 Utah NASPA Annual Conference, Salt Lake City, UT

May 2016 Utah Advising Association, Annual Conference, Layton, UT
 October 2014 National Academic Advising Association, Annual Conference, Minneapolis, MN
 2013 Management Essentials Certificate, Human Resources, University of Utah, Salt Lake City
 October 2013 National Academic Advising Association, Annual Conference, Salt Lake City, UT
 May 2013 Utah Advising and Orientation Association, Annual Conference, Snowbird, UT
 March 2012 National Academic Advising Association, Region 10 Conference, Provo, UT
 May 2008 National Academic Advising Association, Region 10 Conference, Park City, UT
 May 2007 Utah Advising and Orientation Association, Annual Conference, Midway, UT
 April 2004 National Association of Graduate Admissions Professionals, Annual Conference, Boston, MA
 March 2004 Society for Research Administration, Departmental Administration 101, Two-Day Certification Course
 March 2004 National Academic Advising Association, Region 10 Conference, St. George, UT
 April 2002 National Association of Graduate Admissions Professionals, Annual Conference, San Diego, CA

SERVICE

2019 – Present Steering Committee Member, National Academic Advising Association Health Professions Advising Community
 2014 – Present PR/Marketing Advisor Position committee, University Academic Advising Committee, University of Utah
 2021 - Present Graduate Advisors Career Path Working Group, University of Utah
 2021 Search committee member, University of Utah Pre-professional Advising Assistant Director of Pre Health Advising
 2021 Search committee member, College of Health Associate Dean for Equity Diversity & Inclusion
 2013 – 2021 Entry-level Clinical Doctorate Curriculum Design Committee, Occupational Therapy
 2018 Program Reviewer, National Association of Student Personnel Administrators
 2017 – 2020 Awards Committee Reader, National Academic Advising Association
 2015 – 2018 Advising Awards committee, University Academic Advising Committee, University of Utah
 2014 – 2018 Conference Proposal Evaluator, National Academic Advising Association
 2016 – 2017 Staff representative, College Council, College of Health, University of Utah
 2015 – 2016 Search committee member, College of Health Assistant Dean for Finance
 2015 – 2016 Search committee member, College of Health Executive Secretary to the Dean
 2006 - 2012 Scholarship review committee, College of Health, University of Utah
 2004 - 2006 Staff representative, College Council, College of Health, University of Utah

AWARDS

2016 National Academic Advising Association Outstanding Advising Award-Primary Advising Role-Winner
 2015 University of Utah Outstanding Academic Advisor Award
 2012 College of Health Staff and Advising Excellence Award
 2008 University of Utah Staff Excellence Award, Health Science District Nominee

COMPUTER SKILLS

Proficient in the following: Microsoft Word, Excel, PowerPoint, Access, Publisher, PeopleSoft, ApplyYourself, OTCAS (Centralized Application System), HTML, PHP