**Karleton J. Munn**

1975 DeTrobriand St.

Salt Lake City, UT 84113

**EDUCATIONAL BACKGROUND**

**Doctor of Philosophy**, **Educational Studies,** December 2022

Emphasis in Higher Education & Student Affairs

The Ohio State University, Columbus, OH

Advisor: Marc Johnston Guerrero, Ph.D.

***Dissertation Title:*** Constantly juggling priorities: Examining how single mothers transition to and through college

**Master of Education**, **Educational Leadership & Policy,** August 2011

Emphasis in Student Affairs

University of Utah, Salt Lake City, UT

**Bachelor of Arts**, **English,** December 2007

Weber State University, Ogden, UT

**PROFESSIONAL WORK EXPERIENCE**

***Higher Education/Student Affairs Positions***

**Associate Director of Advising,** Honors College

University of Utah, Salt Lake City, UT; September 2022 – Present

* Coordinate all aspects of academic advising for the Honors College
  + Facilitate cooperative and collaborative relationships between the Honors College and academic departments.
  + Facilitate onboarding and ongoing training of honors student program managers and liaisons related to academic advising.
  + Work with University registrar’s office to ensure timely processing of graduation applications (graduation clearance).
  + Coordinate data compilation, statistical reports and correspondence. Serve as a point of contact for the Honors College in the use of data analytics platform (CIVITAS) to promote student success (data).
  + Oversee the honors internship program.
* Advise a caseload of honors college students across all majors.
  + Meet with students to provide information and guidance on academic-related issues, such as graduation requirements and exceptions, major exploration, course planning and registration.
  + Maintain students’ academic files that include a record of the advising activity that takes place during each visit.
* Oversee honors new student orientation for first-year and transfer students.
  + Attend institutional new student orientation college coordinator meetings.
  + Collaborate with campus partners and academic departments to support incoming honors students through the orientation process.
  + Develop and assess honors-specific orientation programming.

**Student Program Manager and Academic Advising Coordinator,** Honors College

University of Utah, Salt Lake City, UT; August 2019 – August 2022

* Meet with and provide guidance to university honors students on academic-related issues, such as course planning, degree completion, and graduate school preparation
* Facilitate students’ academic progress by evaluating their needs, developing appropriate educational plans, and connecting them to departmental and university resources and supports
* College liaison to the College of Humanities and College of Science
* College coordinator for New Student Orientation programming
* Offer guidance and support to struggling honors students
* Work primarily with honors students in the College of Science, including Biology

**Graduate Administrative Associate,** Office of Undergraduate Student Services

The Ohio State University, Columbus, OH; August 2014 – August 2017

* Advised and supported the College of Education and Human Ecology (EHE) majors toward undergraduate degree completion and career exploration
* Developed, maintained, and implemented a peer mentoring program that supports over 400 EHE first-year and transfer students each year
* Facilitated new/transfer student and parent orientation

**Academic Advisor,** Department of History

University of Utah, Salt Lake City, UT; June 2008 – August 2013

* Advised and supported over 300 history and history teaching students toward their educational and career goals in compliance with university policy and procedures
* Compiled retention and student persistence data for history graduate programs
* Made appropriate referrals to campus services, resources, and supports
* Maintained student academic files and monitored student progress toward history degree completion
* Served on departmental and university committees and made recommendations that improved students’ experiences
* Worked with department administration to enhance history undergraduate and graduate programs

**Academic Advisement Center Specialist,** Student Success Center

Weber State University, Ogden, UT; June 2006 – June 2008

* Answered in-depth questions about degrees in general education (AS/AA)
* Conveyed university policies and procedures to internal and external members of the Weber State University community
* Interacted daily with diverse college student populations, including adult students, early-college, first-generation, students of color, and student veterans

***K-12 Positions***

**High School Substitute Para-Educator,** Spectrum Academy (December 2018 - Present)

Spectrum Academy High School, North Salt Lake, UT

* Assist and support students with autism spectrum disorder (and others with special needs) with academic, behavioral, emotional, or social concerns develop appropriate skills for coping with and adjusting to educational settings
* Assist special education professionals with lesson planning and facilitation
* Provide individualized support and guidance to students with autism spectrum disorder (low to high functioning) in a high school setting
* Provide after school care for Spectrum Academy high school students

**SELECTED TEACHING EXPERIENCE**

**Graduate Teaching Associate,** Dennis Learning Center

The Ohio State University, Columbus, OH; August 2017 – May 2018

ES EPSY1259: Learning and Motivation Strategies for College Success (in-person, 15-week, 3 credits)

* Instructor of record for an introductory college student success course
* Fall 2017: 48 students (two sections)
* Spring 2018: 49 students (two sections)

**Graduate Administrative Associate,** Office of Undergraduate Student Services

The Ohio State University, Columbus, OH; August 2014 – August 2017

ES HESA 2570: Team & Organizational Leadership (in-person, 15-week, 3 credits)

* Co-instructor of record for an undergraduate leadership development course
* Fall 2016: 23 EHE Peer Mentors

EHE 5193: Independent Study for EHE Peer Mentors (in-person, 15-week, 1 credit)

* Co-instructor of record for an undergraduate leadership development course
* Fall 2015: 4 peer mentors
* Spring 2017: 3 peer mentors

EHE 1100: Introduction to EHE & Degree Planning (in-person, 15-week, 1 credit)

* Instructor of record for a college student transition course
* Fall 2014: 33 first-year students
* Fall 2015: 35 first-year students
* Fall 2016: 24 first-year students

**Adjunct Instructor,** University College

University of Utah, Salt Lake City, UT; August 2011 – December 2012

UC 1010: Your Path for a Successful Start at the University of Utah (in-person, 8-week, 1-credit)

* Instructor of record for a first-year student transition course
* Fall 2011: 17 first-year students
* Spring 2012: 18 first-year students
* Fall 2012: 16 first-year students

**SELECTED PRESENTATION EXPERIENCE**

***Invited & Refereed Papers, Presentations & Posters***

Hensley, L. & **Munn, K.J.** (2019, June). *Reducing procrastination through self-monitoring and reflective writing.* Presentation for the Ohio College Learning Center Association annual conference, Marietta, OH (Refereed).

Henkaline, K.& **Munn, K.J.** (2018, August). *Learning and motivation strategies for student success*. Presented at a professional development training for Westerville City School District, Westerville, OH (Invited).

**Munn, K.J.** & Collins-Warfield, A.(2017, February). *Peer mentoring models and best practices in academic settings*. Co-presented at the First-Year Experience Conference, Columbus, OH (Invited).

Foste, Z.H., **Munn, K.J.**, Taylor, K.B. (2014, August). *Student development theory and academic advising.* Presentation delivered to The Ohio State University Academic Advisors, Columbus, OH (Invited).

**Munn, K.J.** (2012, October). *Support networks revisited: Strategies for academic advisor and student success*. Presented at the annual conference for the National Academic Advising Association (NACADA), Nashville, TN (Refereed).

Bergerson, A.A. & **Munn, K.J.** (2012, March). *Mentoring legacies: Theory that guides meaningful mentoring for students of color.* Presented at the National Academic Advising Association (NACADA) Region 10 Conference, Orem, UT (Refereed).

**Munn, K.J.** (2012, May). *Support networks revisited: Strategies for academic advisor and student success*. Presented at the annual conference for the Utah Advising Association (formerly UAOA), Midway, UT (Refereed).

**Munn, K.J.** & Wozab, J. (2011, October). *From marginality to mattering: Campus collaborations for student success*. Presented at the annual conference for the University of Utah, Salt Lake City, UT (Refereed).

**SELECTED LEADERSHIP EXPERIENCE**

**THE OHIO STATE UNIVERSITY, Doctoral Student**, Columbus, OH; 2013 – 2017

* EHE Peer Mentor Program Coordinator for the Office of Undergraduate Student Services (2015 – 2017)
* Peer Mentor Program Development Committee, Chair (2015 – 2017)
* Diversity in Teaching Planning Committee, Chair for the Center for Inclusion, Diversity & Academic Success (2013 – 2014)

**UNIVERSITY OF UTAH (Full-Time Professional)**, Salt Lake City, UT; 2008 – 2013

* Educational Leadership & Policy Admissions committee, Member (2011 – 2012)
* University Student Behavior Committee, Member (2011 – 2013)
* University Education and Development Committee, Member (2008 – 2013)

**PROFESSIONAL ASSOCIATIONS**

American Education Research Association (AERA), Postsecondary Education Division J

Association for the Study of Higher Education (ASHE)

National Academic Advising Association (NACADA)

Student Affairs Administrators in Higher Education (NASPA)

**AWARDS**

* U of U Academic Advising Community “Advisor of the Month,” October 2020
* WSU Student Support Services “Tutor of the Year” award (2005 – 2006)
* WSU Crystal Crest “Man of the Year” award (2005 – 2006)
* Armed Forces Expeditionary Medal (USAF, 1998)
* United States Air Force Letter of Commendation (USAF, 1997)

**PROFESSIONAL REFERENCES**

Available Upon Request