

# Kevin Watts

kevin.watts@eku.edu

## **EDUCATION**

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### **LINCOLN MEMORIAL UNIVERSITY, HARROGATE, TN**

- Master of Public Administration
- Bachelor of Arts, Communication Arts

## **EXPERIENCE**

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### **PART TIME FACULTY-ONLINE FACILITATOR-POLITICAL SCIENCE**

EASTERN KENTUCKY UNIVERSITY, RICHMOND, KY, SPRING 2023 SEMESTER (POL 101)

- Maintained student discussion groups as assigned.
- Graded all assignments in my student group and submitted grades in the online Blackboard grade book.
- Communicated regularly with the lead instructor regarding any issues, potential problems, or course suggestions.

### **ASSISTANT DIRECTOR, EKU HONORS PROGRAM**

EASTERN KENTUCKY UNIVERSITY, RICHMOND, KY, SEPT 2022 – PRESENT

- Manages recruitment strategies, admission initiatives, and associated enrollment planning for EKU Honors, with responsibility for public relations and communications strategies targeted at high-performing student populations.
- Serves as the initial, personal contact and source of information with prospective students, their families, guidance counselors, and university-wide recruiters interested in EKU Honors.
- Manages the competitive application process for EKU Honors in tandem with support staff. Develops predictive models through recruiting and enrollment process and partners with Enrollment Management in handling admissions data and charting yield.
- Represents EKU Honors at relevant EKU recruiting events. Travels to events as needed within decided-upon recruitment territories and target areas.
- Supervises Eastern Honors Association (EHA) activities and professional development of students in that program. Coordinate ambassador training, office tasks, tours, and event sign ups. Review student ambassador applications and oversee credit-hour granting for the EHA ambassador team.
- Used Omni CMS & WordPress to overhaul the EKU Honors website in May 2022. Regularly update the website as needed.

### **ADMINISTRATIVE COORDINATOR, EKU HONORS PROGRAM**

EASTERN KENTUCKY UNIVERSITY, RICHMOND, KY, AUG 2021 – SEPT 2022

- Responsible for all travel logistics for EKU Honors faculty and staff, including booking buses, flights, hotels, and mapping routes for conference and cultural trips.
- Managed the budget of EKU Honors by analyzing transaction detail reports and performing finance queries on a weekly basis.
- Supervised student employees by creating their semester work schedules, delegating tasks, and approving their biweekly timesheets.
- Communicated with the Accounting department to verify expenditure, inter-account, and foundation funds transfers were processed. Completed purchase orders and requisitions through Jaggaer.
- Submitted contract and supplier requests for approval through Jaggaer for the Chautauqua Lecture Series. Ensured speaker contracts were fulfilled after conclusion of Chautauqua events.
- Photographer for EKU Honors Fall and Spring Convocations. Used Adobe Lightroom to edit and process photos for social media posts.
- Contact departments on campus for EKU Honors needs such as reserving classrooms and spaces, and for printing posters, programs, and other materials.
- Created semester schedules for EKU Honors through curriculum management software CourseLeaf. Assigned meeting locations and times, professors, credit hours, and other pertinent information in crafting each semester schedule.
- Located and verified student information through Banner.

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## **GRADUATE ASSISTANT**

LINCOLN MEMORIAL UNIVERSITY, REMOTE WORK, AUG 2020 – MAY 2022

- Assisted with curation of course “Public Policy and Popular Culture” during Fall 2021 semester.
- Advertised the LMU Public Administration and Criminal Justice graduate programs on social media.
- Collaborated with the Graduate Programs Director to create student recruitment marketing plans.
- Produced weekly email student newsletter that highlighted public policy and administration news.

## **ADMINISTRATIVE ASSISTANT**

A BRIGHTER FUTURE, RICHMOND, KY, JUNE 2018 – JULY 2021

- Interviewed staff regarding critical and non-critical incidents. Filed incident reports and followed up with the Kentucky Department for Community Based Services.
- Uploaded confidential client and company documentation into Focus CSS database.
- Processed new hire applications as human resources liaison for home office in Ashland, KY.

## **DIRECT SUPPORT PROFESSIONAL**

A BRIGHTER FUTURE, RICHMOND, KY, SEPT 2013 – JUNE 2018

- Mentored clients with developmental disabilities on daily routines and socialization with peers.
- Assisted with client participation in Special Olympics and community activities.
- Supported clients in meeting individual daily and monthly goals as defined in their care plans.

## **WEB DEVELOPER**

FREELANCE, REMOTE WORK

- Consulted with clients to discuss website design ideas and content strategies.
  - Examples: [ProjectAlianza.org](http://ProjectAlianza.org), [TheStephanieMichelle.com](http://TheStephanieMichelle.com)
- Built and managed websites through use of content management systems.
- Provided front-end and back-end support in developing and maintaining websites for clients.

## **SKILLS**

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Academic Advising, Adaptability, Adobe Creative Suite, Attention to Detail, Banner, Budgeting, Collaboration, Content Management Systems, CourseLeaf, Database Administration, Investigative Research, Jagger, Macintosh OS, Microsoft Office, Multitasking, Organization, Project Management, Search Engine Optimization, Student Outreach & Recruiting, Troubleshooting, Web Analytics, Windows OS