

# Gabby Catlin

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## **EDUCATION**

**Master of Education (M.Ed.) in  
Higher Education and Student Affairs  
Internationalization in Higher  
Education Certificate**  
Kent State University, Kent, Ohio  
Expected Graduation - May 2021

**Bachelor of Arts in Theatre,  
Communication Minor**  
Millikin University, Decatur, Illinois  
May 2019 – Magna Cum Laude

## **GRADUATE LEADERSHIP EXPERIENCE**

### **Graduate Assistant for Student Conduct**

**July 2019 - Current**

Office of Student Conduct, University of Mount Union - Alliance, OH

- Adjudicate violations of the University Standards of Student Conduct at all case levels
- Title IX case investigator
- Manage conduct training for all other Resident Directors
- Implement and case manage educational sanctions
- Refer students to appropriate resources and offices
- Manage My Conduct Coordinator database system
- Review and edit the undergraduate code of conduct and student handbook
- Help select, train, and advise the Student Conduct Board consisting of 15 students and 10 faculty/staff
- Co-present the Greek Conduct Board training to 25 students with representatives from every Greek affiliated student organization
- Present conduct, civility, and diversity training for all resident assistants through ongoing trainings
- Organization of the annual safety Late Night Ride through of campus
- Create and implement policy awareness programming to engage the student body
- Creation of marketing, recruitment, and informational materials
- Benchmark policies as requested
- Co-Author the Annual Security Report
- Co-advise the student organization, Gender Equity Matters (GEM)
- Volunteer with other offices, Student Involvement and Leadership, International Student Service, etc., to build relationships with students

### **Resident Director**

**July 2019 – Current**

Office of Residence Life, University of Mount Union - Alliance, OH

- Manage two residential buildings containing approximately 150 students
- Manage gender-inclusive hall
- Selection of students chosen to live in gender-inclusive housing
- Supervise staff of 8 resident assistants, and 1 assistant resident director
- Present at resident assistant summer and winter trainings
- Plan, organize, and facilitate resident assistant winter training
- Implement educational building and floor programs
- Serve in an on-call emergency response rotation
- Document incidents that occur within the student body in My Conduct Coordinator
- Contribute to personal development programming for first- and second-year students
- Organize and assist in recruitment and selection of resident assistants, and assistant resident directors
- Facilitate weekly staff meetings with staff
- Create assessment materials for staff
- Hold bi-weekly one on ones with staff
- Manage room condition reports, roommate agreements, and other relevant building documentation
- Refer students to appropriate resources and offices

**Graduate Intern for College Credit Plus****August 2020-December 2020**

College Credit Plus, Kent State Stark - North Canton, Ohio (remote due to COVID-19)

- Advise high school students taking college courses
- Operate Blackboard, Visual Schedule Builder, and Banner learning management systems
- Document and organize student advising notes and files
- Enroll dual-credit course students
- Refer students to appropriate resources and offices
- Outreach and communication with students with low grades

**Graduate Intern for Office of Student Conduct****May 2020 – July 2020**

Office of Student Conduct, Emory University - Atlanta, Georgia (remote due to COVID – 19)

- Assist in the review and edit of the Undergraduate Code of Conduct
- Benchmark new policies for the Undergraduate Code of Conduct
- Co-manage low to mid-level violations of the Undergraduate Code of Conduct
- Operate Advocate by Simplicity database system to create and organize cases
- Assist in creation and presentation for resident assistant and professional staff trainings
- Align Interfraternity Council bylaws with the Undergraduate Code of Conduct
- Benchmark Graduate Student code of Conduct
- Facilitate weekly staff meetings
- Meet with office stakeholders and institutional leadership
- 2020 Southeastern Student Conduct Institute
  - Serve on the planning committee
  - Create and distribute promotional materials
  - Create individual session and overall conference assessment materials
  - Collect, synthesize, and present assessment data

**Graduate Intern for Education Abroad****January 2020 – April 2020**

Office of Global Education, Kent State University - Kent, Ohio (partially remote due to COVID – 19)

- Create and organize program brochures in Terra Dotta database system
- Create a portfolio of visa requirements for 20 countries
- Create and implement social media plans to engage and increase followers
- Benchmark student re-entry programming utilizing in-person and online platforms
- Co-advise students in planning their study abroad experiences
- Facilitate tabling events for incoming students

**Presentations**

- Co-Present “The Graduate Student Conduct Internship”, 2020 Southeastern Student Conduct Institute (SSCI) - June 2020
- Diversity Moment – Definitions and Intersectionality, Resident Assistant Training - July 2020
- Diversity Moment – Religious and Socioeconomic Issues, Resident Assistant Training - July 2020
- Dealing with a Crisis, Resident Assistant Training - July 2020
- Policy Palooza, Resident Assistant Training - January 2020

**Trainings**

- ATIXA (Association of Title IX Administrators) Level 1 – January 2021
  - Civil Rights Investigator Certification Training Level One
- Ohio Department of Higher Education – January 2021
  - Title IX Investigator Certification
- U.S. Department of Education – November 2020
  - FERPA Awareness Certification