

Gabby Catlin

EDUCATION

Master of Education (M.Ed.) in Higher Education and Student Affairs Internationalization in Higher Education Certificate
Kent State University, Kent, Ohio

Bachelor of Arts in Theatre Communication Minor
Millikin University, Decatur, Illinois

PROFESSIONAL EXPERIENCE

Interim Director of Student Conduct

June 2022 - Current

*Office of Student Conduct, Missouri State University
Springfield, MO*

- All duties listed as Assistant Director of Student Conduct
- Coordinate and oversee the conduct process for the University
- Serve as clearinghouse for incident reports and assign conduct cases to conduct officers
- Train Residence Life Staff on the conduct process and their roles within it every semester
- Serve in emergency on call rotation to notify emergency contacts of student hospitalizations/emergencies
- Serve on the Behavioral Intervention Team with weekly meeting
- Edit and update the *Code of Student Rights and Responsibilities*
- Select the Code Review Committee and facilitate meetings for reviewing the *Code*
- Oversee the operating and alcohol and other drug budgets
- Serve as an appellate authority for lower-level conduct cases
- Recruit, hire, train, and directly supervise the Office of Student Conduct Student Specialist
- Maintain and update Maxient database system, and train campus partners on Maxient usage
- Participate in Student Affairs Council meetings monthly
- Serve on the Tuition Refund Committee with monthly meetings operated out of the Registrar's Office
- Serve as advisor for the Student Government Campus Judicial Board
- Participation in Alcohol and Other Drug Biennial Review led by the Dean of Students Office
- Maintain and update the Office of Student Conduct website
- Review, edit, and update university policies and procedures as needed
- Lead bi-weekly staff meetings with full Office of Student Conduct staff
- Revise Office of Student Conduct handbooks, guides, and promotional materials

Assistant Director of Student Conduct

June 2021 – May 2022

*Office of Student Conduct, Missouri State University
Springfield, MO*

- Investigate and adjudicate alleged violations of the *Code of Student Rights and Responsibilities* both through informal conduct meetings and formal hearings
- Investigate and adjudicate alleged student organization misconduct
- Train fraternity and sorority life students on university policies and the conduct process
- Partner with FSL staff in the creation of the Fraternity and Sorority Life Relationship Statement
- Recruit, hire, train, and directly supervise the Office of Student Conduct Graduate Assistant
- Organize and facilitate monthly student organization partnership meetings
- Provide advisement for IFC and PHA Judicial Boards
- Present to family members at all SOAR sessions about university policies and the conduct process
- Serve as partner with the Living Learning Community, Bears for a Just Community
- Present on wellness and risk reduction topics to the fraternity and sorority life community
- Provide presentations and trainings to student organizations on leadership skills
- Coordinate and provide campus wide proactive programming about the conduct process and university policies
- Oversee social media programming and posts
- Coordinate, edit, and write blog posts and family newsletter articles
- Serve on the Partners in Prevention Team, and the Welcome Weekend Committee

GRADUATE EXPERIENCE

- **Graduate Assistant, Office of Student Conduct** July 2019 – May 2021
University of Mount Union, Alliance, OH
- **Resident Director** July 2019 – May 2021
University of Mount Union, Alliance, OH
- **Graduate Intern for College Credit Plus** August 2020 – December 2020
Kent State Stark, remote due to COVID-19
- **Graduate Intern for Office of Student Conduct** May 2020 – July 2020
Emory University, remote due to COVID-19
- **Graduate Intern for Education Abroad** January 2020 – April 2020
Kent State University, Kent, OH (partially remote due to COVID-19)

PRESENTATIONS

- Functional Communication, Teamwork, and Motivation, Emerging Leaders and Centennial Leaders - February 2023, October 2022, March 2022
- Small group facilitator, IMPACT, Fraternity and Sorority Life - January 2023
- Conduct 101, Fraternity and Sorority Life executive boards/presidents - December 2022
- Student Organization Leadership Development – First Time Leaders - September 2022
- Medical Marijuana, Break BEARriers with Student Activities Council - March 2022
- The Preponderance of Evidence, Questioning Techniques, Inherent/Unconscious Bias, Student Conduct Board Virtual Training – Spring 2021
- 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

- Academic Advising and Transfer Center – August 2022
 - Master Advisor Training
- 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

ORGANIZATIONS and INVOLVEMENT

- Judge for Missouri State University Student Organization award and events
 - FSL Awards – *Reviewer: 2021, 2022*
 - Greek Jam - *Judge: 2022*
 - Homecoming – *Judge: 2022*
- Missouri State University Student Affairs Committee
 - Inclusion Awareness Team – *Member: 2022 – current*
- Scholarship Review Committee – *Member: 2022 – current*
- Association for Student Conduct Administration – *Member: 2019 – current*
 - Creative Content Advisory Committee – *Member: 2021 – current*
 - Annual Conference Program Reviewer – *Reviewer: 2022, 2023*
- Pi Beta Phi, Fraternity for Women
 - Alumni Advisory Committee – *Finance/Housing Advisor: 2021 - current*