

Kaitlin A. Long

Administrator of Student Programs
Staley School of Leadership Studies, Kansas State University

Education

Ball State University

2016

Master of Arts, Student Affairs Administration in Higher Education

Kansas State University

2014

Bachelor of Science, Business Administration, Entrepreneurship

Minor: Leadership Studies

Relevant Experience

Administrator of Student Programs, Staley School of Leadership Studies

July 2019-
current

Kansas State University

- Supervise a team of 12 undergraduate and graduate students, and a full-time employee to execute programs reaching over 350 students annually
- Direct student-led service-learning and leadership development programs; including overseeing risk management and the development of local and global external partnerships
- Steward current and future donors
- Teach undergraduate courses on global leadership, ethical travel, cultural humility, and lead a faculty led study abroad trip to Mexico (2020)
- Manage program budgets totaling over \$113,000

Program Administrator, Staley School of Leadership Studies

May 2016-
June 2019

Kansas State University

- Supervised student-led service-learning programs; including overseeing risk management and the development of local and global external partnerships
- Managed, organized, and communicated logistics for 75 Mandela Washington fellows in 2016, 2017, and 2018; including site visits to Kansas City, Topeka, and Wichita
- Taught undergraduate courses on global leadership, ethical travel, cultural humility, and adaptive leadership
- Advised the Staley School of Leadership Studies Ambassadors and guide executive team members on how to best recruit prospective students and provide educational leadership workshops to the campus and community
- Strategically planned course schedules and instructor assignments

Graduate Assistant, Career Center

August
2015-May
2016

Ball State University

- Managed and coordinated the Practice Interview Program, communicating with and recruiting over 40 employer volunteers, 700 students, and 15 faculty members
- Coordinated the annual volunteer appreciate luncheon
- Conducted career coaching appointments with students regarding career exploration, resume development, and interview preparation
- Designed and delivered presentations to classes and student organizations regarding various professional development topics
- Piloted and developed the Informational Interview Program, collaborating with faculty and Ball State alumni to create a unique experiential learning experience for students
- Arranged opportunities to record and capture interviews with employers and alumni to display on Career Center social media accounts

Practicum Student, Excellence in Leadership

Dec. 2015-
May 2016

Ball State University

- Created Leadership Lunch series, coordinated speakers, and oversaw budget
- Built marketing and promotional plan for Speaker Series events, audience totaled over 800 people between two events

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- Researched best practices for the Leadership Studies Minor and benchmarked curriculum with that of similar institutions
- Co-taught Global Leadership course

Coordinator, Training & Consulting Team

July 2014-
July 2015

Points of Light

- Developed interactive webinar curriculum for volunteer management training
- Created and established sustainable infrastructure and processes for a new, national volunteer engagement initiative
- Communicated and collaborated with partners across the country
- Organized, managed, and hosted a four-day training for over 30 people
- Reviewed and selected workshops for the volunteer engagement and capacity building tracks of the National Conference on Volunteering and Service

Grants and funding received

Public Affairs Small Grant

Agrointroductions Ghana secured a Public Affairs grant through the U.S. Embassy in Accra.

- Travelled to Kumasi and Tamale, Ghana to facilitate workshops on adaptive and strengths-based leadership with individuals in the environmental sector

Reciprocal Exchange Component of the Mandela Washington Fellowship

The Reciprocal Exchange Component provides Americans with the opportunity to travel to Africa to build upon strategic partnerships and professional connections made during the Mandela

Washington Fellowship

2018

- Travelled to Kumasi and Ho, Ghana to facilitate workshops on adaptive and strengths-based leadership with individuals in the environmental and health sectors
- Applied for and carried out the grant

K-State Libraries Dow Center for Multicultural and Community Studies

The Dow Center provides funds to support cultural programming on campus and in the community.

2019, 2020

- Utilized funds to provide t-shirts and breakfast for over 100 volunteers during the 2019 and 2020 Martin Luther King Jr. Day of Service
- Applied for and carried out the grant

Student-Centered Tuition Enhancement

Funds managed by the Student Government Association which support projects that could provide a long-term benefit to K-State

2017

- Articulated and the need for an on-campus food pantry for students and demonstrated plans to establish the pantry
- Assisted with the application and was awarded the funding

Kansas State University Global Campus Development Grants

Funding for faculty to develop online courses and creative programs which support academic outreach

2017

- Summer school for the third class in the leadership studies minor where students connected directly with and learned from Mandela Washington Fellows
- Applied for and carried out the grant

Host Institute for the Mandela Washington Fellowship

Host 25 Mandela Washington Fellows for a Civic Leadership Institute

2017, 2018,
2019

- Oversee housing, dining, curriculum, and logistics for a six week institute (2016-2020)
- Assisted with the application for 2017 – 2020 and carried out the grant

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Conference Presentations

Global Service-Learning Summit	Clemson, SC	November 2019
Impact Fellowships Summit	Washington, D.C.	April 2019
Kansas Conference on Service & Civic Engagement	Overland Park, KS	February 2019
Global Service Learning Summit	South Bend, IN	April 2018
Indiana Campus Compact Service-Engagement Summit	Indianapolis, IN	April 2016
Habitat for Humanity Affiliate Conference	Atlanta, GA	March 2015
Tennessee Conference on Volunteerism and Service-Learning	Franklin, TN	March 2015
Blaine House Conference on Service and Volunteerism	Bangor, ME	October 2014
Conference on Applied Learning and Higher Education	St. Joseph, MO	March 2013
IMPACT National Conference	DeLand, FL	March 2012

Publications

Gott, T., Bauer, T., & Long, K. (2019). Student Leadership Today, Professional Employment Tomorrow. *New Directions for Student Leadership* (pp. 91-109). San Francisco, CA: Jossey-Bass Publishing.

Service to the community

Kansas State University Civic Leadership Scholarship Selection Committee	2018, 2019, 2020
Kansas State University Union Governing Board Executive Board	2017-2018
Kansas State University Advising Committee	2016-current
IMPACT National Conference Planning Committee	2013, 2017, 2018, 2019