

Jill Katherine Boatright

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EDUCATION

University of Virginia (U.Va.), Charlottesville, VA

- **M.Ed.,** Higher Education (concentration in Student Affairs Practice) **May 2011**
GPA: 3.97
Capstone: "An Exploration of the Relationship Between U.Va. Alumni Club Involvement and Alumni Giving"
- **B.A.,** Double Major in Sociology and Foreign Affairs, Minor in Religious Studies **May 2008**
Major GPA: 3.8; Overall GPA: 3.3
- **Study Abroad,** Valencia, Spain **Summer 2005**

CAREER SERVICES/HIGHER EDUCATION LEADERSHIP EXPERIENCE

Career Development Center, Loyola University New Orleans, New Orleans, LA

April 2012-Present

Director (January 2017-Present)

- Provide overall leadership, vision, direction, coordination, and delivery of centralized, comprehensive career services office offering wide-ranging services to students, alumni, and employers.
- Develop and execute strategic plan for employer, alumni, and other external engagement focused on the cultivation of quality internship and job opportunities as well as fund raising for new center.
- Coach, mentor, and manage staff of as many as 5 full-time staff, 1 graduate assistant, 1 undergraduate intern, and 6 student staff.
- Maintain formal and comprehensive assessment program measuring effectiveness of office programs and services.
- Oversee first-destinations data collection, reporting, and dissemination of results for use as recruitment tool.
- Manage and allocate annual budget of approximately \$300,000 through 3 accounts including 1 student-fee generated account.

Key Accomplishments

- Oversaw and managed office divisional transition from Student Affairs to Academic Affairs maintaining existing partnerships and forging new, necessary relationships to ensure office success within new divisional structure.
- Developed and benchmarked new organizational structure, phased implementation, updated operating and staffing budgets and presented plan to Board of Trustees, Strategic Planning Committee, and other university stakeholders resulting in addition of 2 new staff members.
- Implemented new strategy and collection method for first-destinations outcomes data resulting in more than 15% increase in reported career outcomes rate and more than doubling overall knowledge rate in less than 2 years.
- Partnered with Alumni Engagement to develop and implement LoyolaLink program designed to connect Loyola students with alumni nationwide for career networking and mentoring and connected more than 100 students and alumni within first year of program.
- Oversaw career management platform transition from CSO to Handshake.
- Launched new career exploration initiative aimed at enhancing first-to-second year student retention including rollout of SuperStrong, a mobile enabled, 5-minute version of Strong Interest Inventory for all incoming first-year students. Partnered with faculty teaching First Year Seminars to ensure utilization by all first-year students and to offer additional exploration activities.

Associate Director (August 2016-January 2017)

- Developed and implemented employer outreach strategy and supervised all employer relations operations.
- Created long-term employer development strategic plan.
- Managed implementation of 6 annual career fairs - 4 on-campus and 2 consortium career fairs held at Superdome.
- Supervised 3 professional staff members and 1 graduate intern.
- Updated yearly assessment calendar and developed new learning outcomes for major programming.
- Oversaw and supervised administrative functions for over 15 major-specific internship programs including reporting, vetting, approval, and assessment of approximately 350 for-academic credit internships per year.
- Partnered with Intercollegiate Athletics and Wellness to implement Student-Athlete Professional Development Requirement, ensuring all student-athletes interface with the Career Center each year.

Key Accomplishments

- Benchmarked, wrote, and successfully petitioned University Budget Committee to implement Career Development Student Fee effectively increasing office budget by more than 500%.
- Launched 2 industry-specific career fairs bringing more than 100 new employers to campus in 1 year.
- Newly implemented Student-Athlete Professional Development requirement resulted in 98% of student-athletes attending at least one 1-on-1 career coaching appointment during AY 2016/2017.

Assistant Director for Career Exploration & Technology (October 2013-August 2016)

- Managed all recruiting and employer relations operations and developed new relationships with employers to increase internship, employment and graduate school opportunities for students and alumni.
- Enhanced CSO job and internship database, Employola, on-campus interview program, and other on-campus recruiting events.
- Oversaw and supervised administrative functions for over 15 major/program-specific internship programs including the reporting, vetting, approval, and assessment of approximately 350 for-academic credit internships per year.
- Led office career exploration initiatives partnering with academic units and Director of First Year Experience to promote major and career exploration services and to implement new programs such as “Declare Your Major Day,” “Majors Fair,” and 1-credit Major and Career Exploration Course.
- Served as career coach and liaison to undeclared students, students seeking to change their major, and continued to serve students in the College of Social Science, School of Mass Communication, and School of Nursing.
- Regularly administered and interpreted career assessments including Strong Interest Inventory and Myers Briggs Type Indicator to assist students in making informed major and career decisions.
- Partnered with Intercollegiate Athletics and Wellness to develop 4-year Student-Athlete Career Development Roadmap and began development of Student-Athlete Professional Development Requirement.
- Trained, mentored, and supervised graduate assistant.
- Managed office social media content and campaigns via Facebook and Twitter.

Key Accomplishments

- Conceptualized, benchmarked, and implemented Center’s first on-campus career fair bringing to campus more than 70 employers.
- Increased number of yearly job and internship postings in Loyola’s job and internship board, Employola, by more than 85% during tenure in position.
- Increased number of employers recruiting on-campus each year by more than 100% during tenure in position.

Assistant Director; Career Coach (March 2012-October 2013)

- Provided comprehensive career guidance for students and alumni of College of Social Science, School of Mass Communication, and School of Nursing.
- Oversaw all administrative functions for Mass Communication internship program including reporting, vetting, and assessing more than 80 for-academic credit internships each year.
- Benchmarked, designed, and implemented Emerging Professionals Program, comprehensive program designed to prepare junior and senior level students to transition from college to the professional world.
- Designed and implemented educational workshops, programs, and career-related panels.
- In absence of Recruiting Coordinator, oversaw new contact and job posting approvals; coordinated on-campus recruiting opportunities such as information tables and sessions and assisted with on-campus interviewing.

Career Services, Mercer University, Macon, GA**August 2011-March 2012***Assistant Director*

- Served as career coach for students and alumni of Stetson School of Business & Economics (SSBE) by providing wide-ranging career direction services.
- Cultivated and maintained positive relations with employers participating in internship partner program and continually developed new opportunities through community networking and membership in groups/associations.
- Oversaw paperwork, student advising, and employer relations for 40 SSBE internship placements each semester.
- Assisted with planning, implementation, management, and assessment of Fall Career Fair, Graduate and Professional School Fair, and Teacher Recruitment Day.

- Developed lesson plans and instructed senior-level career development course focused on employment trends, networking, resumes, cover letters, job search, interviewing, business etiquette, and graduate school application.
- Enhanced social media presence by regularly updating Facebook and Twitter accounts by utilizing HootSuite.
- Conducted workshops and residence hall programs on full range of career-related topics.

RETENTION & STUDENT SUCCESS EXPERIENCE

Retention Workstream, Loyola University New Orleans

May 2017-Present

Workstream Member

- As a part of “Project Magis,” selected by University and McKinsey on-campus consultants to serve on 15 member, cross-university committee dedicated to enhancing student retention at Loyola.
- Enabled awareness and adoption of new retention strategies and/or processes by encouraging cross-university alignment and buy-in, understanding organizational impacts, and developing appropriate interventions to minimize business disruption.

Key Accomplishments

- Newly implemented strategies resulted in 4% increase in first to second year retention rate in one year.
- Wrote program proposals and received funding to implement 2 new career development programs to enhance retention and the student experience.

First in the PACK Committee, Loyola University New Orleans

February 2012-Present

Program Co-Founder and Committee Member

- With 2 other staff members, benchmarked, developed, and implemented comprehensive mentoring program aimed at addressing needs of first-year, first-generation college students and enhancing first-year, first-generation retention at Loyola.
- Lead and serve on 6-member cross-departmental committee responsible all aspects of program including pairing incoming first-year, first-generation students with both an upperclass student and faculty/staff mentor as well as consistent programming aimed at addressing adjustment and transition issues.
- Throughout life of program, served as lead for various aspects of program including peer mentor training and follow-up, first-year retreat and first-year liaison, and assessment, reporting, and continuous improvement.

Key Accomplishments

- Within first year of program, program participant retention rate exceeded the first-year, first-generation retention rate as well as the overall first-year retention rate.

SophoMORE Initiative/Sophomore Year Experience (SYE), Loyola University New Orleans

March 2012-Present

Committee Member

- Collaborate on cross-divisional committee charged with enhancing Sophomore to Junior year retention rate through intentional programming and interventions.
- Developed and implemented more than 15 Sophomore-exclusive events aimed at helping students discover strengths, develop talents, and apply skills to enhance leadership development, academic and career success, and community and social well-being.

OTHER HIGER EDUCATION EXPERIENCE

Loyola University New Orleans, New Orleans, LA

September 2016-Present

Title IX Investigator

- Conduct prompt, equitable and impartial investigation into Title IX complaints including identifying and interviewing parties and identifying, gathering and assessing information relevant to investigation; apply relevant policies and make findings of fact in individual cases.
- Investigate cases including charges of sexual assault, sexual harassment, sexual verbal abuse, and stalking.

Alpha Chi Omega, Loyola University New Orleans, New Orleans, LA

August 2017-Present

Staff Advisor

- Serve as liaison and resource to women in Alpha Chi Omega ensuring chapter’s adherence to university policies and procedures.
- Attend semester philanthropy events and serve as judge at “Mr. Alpha Chi Pageant.”

Staff Senate, Loyola University New Orleans, New Orleans, LA**May 2013-May 2017***Elected Senator*

- Served on 20-person advisory board to university president that advocates for policies and procedures supportive of and favorable to university staff members.
- Elected and served maximum two, back-to-back 2-year terms.

Academic Advising Council, Loyola University New Orleans, New Orleans, LA**December 2013-November 2017***Member*

- Selected to serve on council convened to identify and address academic advising issues and share best practices.
- Provided input on enhancing campus-wide academic advising assessment.
- Reviewed and assisted with revision of university academic advising policies and procedures and advisor training.
- Selected to serve on think tank tasked with creating plan for advising center and centralized academic advising.

Club Swimming, Loyola University New Orleans, New Orleans, LA**August 2013-May 2014***Coach*

- Coached and developed workouts for 5 weekly practices for team of approximately 40 swimmers.
- Prepared meet entries and assisted officers with acquiring funds for competition travel.

Panhellenic Council, Loyola University New Orleans, New Orleans, LA**December 2012-May 2013***Co-Advisor*

- Advised Collegiate Panhellenic Council, governing board for 4 Panhellenic sororities in absence of Assistant Director of Student Leadership, attending meetings and providing oversight for recruitment and intake activities.
- Worked with Assistant VP for Recruitment to develop new Pi Chi (Recruitment Counselor) trainings/materials.

COLLEGIATE TEACHING EXPERIENCE**College of Social Sciences, Loyola University New Orleans, New Orleans, LA****August 2015-May 2016***Co-Instructor – Exploring Majors and Careers*

- Co-instructed entry-level, 8-week major and career exploration course with Director of First Year Experience/tenured Sociology professor.
- Explored topics such as interests, values, decision-making, academic advising, campus involvement, critical thinking, and student success strategies.
- Administered and provided interpretive sessions for career and personality assessments.
- Reviewed and graded assignments including reflection papers.

Stetson School of Business and Economics, Mercer University, Macon, GA**August 2011-March 2012***Adjunct Instructor – MAPS 401*

- Instructed two sections of 1-credit, senior-level course entitled MAP 401: Managing the Transition, focusing on preparing students to successfully navigate transition from college to world of work.
- Developed syllabus and prepared weekly assignments and lesson plans on employment trends, networking, resumes, cover letters, job search, interviewing, business etiquette, and graduate school application.
- Enhanced student networking opportunities by inviting employers to give guest lectures throughout semester.
- Managed Blackboard page. Graded and provided feedback on all assignments.

GRADUATE ASSISTANTSHIP EXPERIENCE**University Career Services (UCS), University of Virginia, Charlottesville, VA****July 2010-August 2011***Graduate Intern and Temporary Career Counselor*

- Conducted daily career counseling and walk-in appointments to assist students with every aspect of career exploration and development.
- Created and led 4-week Career Exploration Workshop for first and second year students and 4-week Summer Job Search Club for recent graduates searching for employment.
- Collaborated with Director of Student Services to initiate university-wide Parents' Committee dedicated to improving parent relations and involvement in career development process. Used opinions gathered from committee meetings to develop and implement changes to UCS interface with parents including creating Parent Section of website and parent-targeted resources.

- Assisted Employer Services Team with on-campus recruiting program including several large-scale job and internship fairs as well as on-campus interviews.

College Transition Program (CTP), University of Virginia, Charlottesville, VA

January 2011-July 2011

Assessment Assistant

- Worked with Assistant Director for College Transition Program to improve services provided to first-generation, ESL, and low SES student populations.
- Assisted with the implementation of CTP classes addressing support resources, learning styles, academic success planning, and remedial skills.
- Reviewed and analyzed class syllabus and readings and suggested updates based on best practice benchmarking.
- Conducted focus groups, prepared summaries of focus groups, and developed suggestions for improvements and updates to course materials, class topics, and length of program.

PROFESSIONAL ASSOCIATION LEADERSHIP EXPERIENCE

Association of Jesuit Colleges & Universities (AJCU)

Career Services Leaders Vice Chair

August 2018-Present

Southern Association of Colleges and Employers (SoACE)

Employer Relations Knowledge Group (KG) Leadership Board – Assistant Chair

July 2017-Present

- Collaborate with KG chair and leadership board to plan and implement monthly programming including webinars, tweet chats, virtual site visits, and expert panels for KG membership.

Employer Relations Knowledge Group (KG) Leadership Board – In-Person Networking Chair **July 2016-August 2017**

- Planned and implemented twice yearly in-person networking events for KG membership collaborating with Employer Knowledge Group (KG) to enhance opportunities to connect with employers from around region.

Employer Relations Summit - Summit Chair

December 2016-August 2017

- Planned and implemented all aspects of 2-day employer relations-specific conference held in Nashville, TN.
- Solicited program proposals and reviewed and selected all programs/presenters.
- Planned and organized employer panel with representatives from Nashville Chamber of Commerce, BMI, CAT Financial, Warner Music, and Kroger Corporation and organized site visit to HCA.
- Developed sponsorship opportunities to enhance nightly social events.

SoACE Annual Conference Committee – Programming Chair

January 2015-December 2015

SoACE Annual Conference Committee – Programming Co-Chair

January 2014-December 2014

- Served on 10 member conference committee that planned and implemented SoACE 2014 in New Orleans, LA and SoACE 2015 in Austin, TX attended by more 550 participants each.
- Reviewed more than 110 program proposals and selected 44 programs for presentation at annual conference.
- Vetted, selected, contracted, and introduced opening and closing keynote speakers.
- Coordinated networking roundtable event with more than 25 roundtable options.
- Attended site visit several months before conference to prepare with board and conference committee members.

**other committee involvement includes New Member Committee (4 years), Professional Development Committee, Rising Leaders Planning Committee*

HONORS, AWARDS, AND PROFESSIONAL CERTIFICATIONS

Loyola Online Teaching and Learning Certification

August 2018

Southern Association of Colleges and Employers (SoACE), New Professional Award

December 2015

Myers Briggs Type Indicator Certification

December 2015

Southern Association of Colleges and Employers (SoACE), Scholarship Recipient

March 2015

Strong Interest Inventory Certification

June 2013