

Kaitlyn Sanson

Education

Doctor of Education in Higher Education Administration Expected Graduation May 2025
The University of Mississippi Oxford, Mississippi
Master of Education in Higher Education Administration Graduated December 2018
Georgia Southern University Statesboro, Georgia
Bachelor of Science Graduated December 2015
Double major in Agribusiness and Agricultural Communications
Oklahoma State University (OSU) Stillwater, Oklahoma

Experience

University of Arkansas - Fort Smith **Fort Smith, Arkansas**
Interim Co-Director of Admissions April 2022 - Present

- Provide management of all admissions and recruitment operations in collaboration with the other co-director
- Allocate almost \$600,000 of private scholarship dollars to strategically recruit successful students that can be retained at the university
- Restructure the scholarship process and ensure accurate awarding data with various colleagues across campus
- Serve as a liaison for the admissions office to all of campus for an open line of communication to our department

Assistant Director of Admissions January 2021 - Present

- Supervise all admissions advisors to help them develop their recruitment strategies and develop yield communications
- Responsible for the admissions student workers and ambassadors by building schedules, administering tasks, and providing feedback for student growth
- Plan and execute campus visits, varying from one family to 600 guests, including prospective student days, daily campus tours, and group visits
- Provide input on various committees for the campus community to build areas like new student orientation, transfer student retention, and scholarship awarding
- Collaborate with the Director of Admissions and Assistant Director of Admissions Technology in the development of a multi-channel communication plan within Slate, our customer relationship management system
- Serve as a student advocate to ensure student success for enrollment and retention

Change Management Lead for Workday Implementation September 2021 - Present

- Determine changes and impacts, watch areas, and risks through readiness surveys, one-on-one meetings with subject matter experts, and implementation meetings
- Collect commonly asked questions and concerns from stakeholders
- Identify the institution's key stakeholders impacted by the transition of Workday, the new student information system
- Facilitate and deliver targeted communications pertaining to the implementation
- Analyze and utilize the most effective communication methods for each stakeholder

Abraham Baldwin Agricultural College
Enrollment Counselor

Tifton, Georgia
July 2016 - January 2021

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- Create and manage a recruitment strategy for Georgia and all neighboring states
- Organize and implement orientation for new students while managing the orientation leaders and the orientation budget
- Work with team members and the Office of Marketing and Communications to develop recruitment materials
- Assist with prospective student open campus days and daily campus tours
- Help the scholarship committee make decisions by reviewing applications and finding scholarship parameters that fit the students' needs to allocate more than \$600,000 annually
- Coordinate with other departments for implementation of a Customer Relations Management System
- Use of Banner and Argos daily for data analysis to determine communication strategies and identify high-yielding areas
- Manage, with my team, the main phone lines for the institution by answering over 6,000 phone calls monthly

CASNR Student Success Center (OSU)

Stillwater, Oklahoma

Student Career Board of Directors

May 2013 – December 2015

Vice President

May 2014 – May 2015

- Attended numerous trainings in professional development and participated in team-building activities
- Assisted students with career development, including job exploration, résumé critiquing, career exploration, and presentation development
- Served on a team to coordinate CASNR career fair and other career events

Agricultural Economics Department (OSU)

Stillwater, Oklahoma

Faculty Assistant

September 2012 – December 2015

- Assisted in preparation and execution of large-scale events such as conferences, banquets, and meetings
- Performed secretarial duties such as developing mailing lists, completing tasks for supervisors, and managing student communication

College of Agricultural Sciences and Natural Resources

Stillwater, Oklahoma

Student Academic Mentor

Fall 2014, 2015

- Served as a peer mentor to assist freshmen with the transition from high school to life in college
- Led small-group activities for six members in a freshmen orientation class

Activities and Honors

Georgia Association of Collegiate Registrars and Admissions Officers (GACRAO)

Member

Fall 2016 – Present

- Attend annual conference for professional development and networking

Presenter

Fall 2018 – Fall 2021

- Created and presented a session at the annual conference to conference attendees

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Registration Committee	Fall 2018, Fall 2021
Local Arrangements Committee Local	Fall 2017 – Fall 2019
Arrangements Committee Chair	Fall 2018 – Fall 2019
○ Ensure all spaces for the annual conference have the materials needed to successfully complete the event	
○ Organize the organization’s annual service project	
Hospitality Committee	Fall 2019 – Fall 2021
Member at Large II – Hospitality Chair	Fall 2019 – Fall 2020
Secretary	Fall 2020 – Present
○ Transmit all GACRAO communication to membership and committee members	
○ Record all meeting discussions and create notes of summary	

Southern Association of Collegiate Registrars and Admissions Officers (SACRAO)
Multicultural Emerging Leader Scholarship Recipient February 2018

Court-Appointed Special Advocate (CASA)	November 2020 – Present
○ Gather information from legal and child welfare professionals, educators, and service providers so judges can make the most informed decisions for children in a designated foster care case	
○ Recommend services and placement for the children’s best interest in court by monitoring the children’s case until they receive permanent placement	