

Kayla N. DeCoste

518-335-6399

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<http://www.linkedin.com/pub/kayla-decoste/51/822/159>

951 State Route 13 Ste. 210
Cortland NY 13045

Summary of Qualifications

- Comprehensive advising experience in the areas of international students, study abroad and, with prospective college students in an enrollment setting
- Strong communication skills developed via personal interaction and written forms of communication
- Comfortable presenting information to large groups of people both via a standard presentation and extemporaneously

Education

Canisius College, Buffalo, NY

Bachelor of Arts, *summa cum laude*

May 2012

Majors: International Relations, French, & European Studies

Minors: Religions of the World & History

All College Honors Program

Honors Thesis: "The Preservation of Francophone Culture in the United States"

Canisius College, Buffalo, NY

May 2018

Master of Science, Higher Education Student Affairs Administration

Master's Thesis: "The perceived long-term impacts of study abroad"

Relevant Experience

Senior International Program Coordinator

July 2018-present

SUNY Cortland, Cortland, NY

International Student and Scholar Services

- Serve as Designated School Official (DSO), assisting Associate Director in managing SUNY Cortland's compliance with federal regulations and policies pertaining to F-1 non-immigrant students.
- Advise students on campus employment benefits, application checklist, and SSN documentation.
- Review international exchange and visiting student applications using Horizons.
- Create master registration list for international students.
- Coordinate the UHC health insurance document distribution and advise students on insurance policies.
- Guide students on course selection and class registration.
- Assist in monitoring students' mid-semester and final grades.
- Coordinate transcript requests and certificates of completion for exchange and visiting students.
- Advise international students on travel policies and visa requirements for the US and other countries.
- Co-coordinate the planning and execution of twice yearly new international student orientation, including coordinating the arrival schedule, arranging faculty and staff presentations, social activities, and meals.
- Oversee staff of student orientation assistants and assist with their hiring and training.

International Student Support and Campus-wide International Outreach

- Develop and coordinate programs in support of students, scholars, and campus internationalization, such as Intercultural Exchange Series, special events, contests, and off-campus excursions.
- Coordinator cross-cultural presentations for campus community in conjunction with international and study abroad students.
- Provide support to international students encountering person or academic difficulties, in consultation and/or coordination with Counseling Services, faculty advisors, and other resources where appropriate.
- Lead the study abroad and international student photo contest, and other photo/video campaigns to engage prospective students, and other SUNY Cortland members.
- Coordinate study abroad and international alumni engagement efforts.

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Study Abroad Program Advisement, Coordination, and Marketing:

- Serve as primary coordinator for a portfolio of semester and short-term study abroad programs.
- Serve as the primary advisor for students pursuing other SUNY study abroad programs, including collaborating with other SUNY campuses on their application requirements for SUNY Cortland students.
- Conduct scheduled and walk-in advising appointments with students interested in studying abroad.
- Verify and review study abroad applications in Horizons.
- Create program budgets for review by the Associate Director.
- Manage communications with international partners.
- Assist faculty leaders with logistics, program planning and recruitment
- Present weekly Study Abroad 101 information sessions and other program specific information sessions.
- Develop and update print and online marketing materials for study abroad programs

Office Administration:

- Compile reports and data on study abroad and international student enrollment via SUNY Census and IIE Open Doors Reports.
- Create and update student employee training manual.
- Manage the orders and inventory of partner/visitor gifts and student giveaways.
- Manage Program and Events and Marketing and Communications Student Assistants.

Graduate Assistant for Specialized Advising

August 2016-May 2018

College of Arts & Sciences/International & ESL Education
Canisius College, Buffalo, NY

International Students & ESL:

- Reviewed international students' English skill level through application materials and made recommendations to Associate Dean for ESL testing
- Aided in the academic advisement of international students
- Maintained online course management system for ESL program
- Proctored ESL exam for international students and aided in the grading process
- Maintained and updated Desire 2 Learn page, learning management software, for ESL faculty.
- Presented on progress reports and class registration to international students
- Presented on cultural adaptation, the American classroom, and academic success to new international students

Study Abroad:

- Assisted in the review of study abroad applications prior to Associate Dean's final review
 - Reviewed for course approval and graduation requirements.
 - Reviewed for academic preparedness, graduation viability, and preparedness to study abroad.
 - Wrote initial decision summaries for the Associate Dean to revise and approve.
 - Discussed candidates in inter-office review meetings
- Met with study abroad students to advise them on study abroad registration process
- Presented on course selection and registration to accepted study abroad students in a group setting
- Presented on academic advisement for potential study abroad students

At-Risk Students:

- Mentored at-risk students and new freshmen in study habits, planning, and other college/life skills
 - Reviewed progress reports with them and helped them to create success plans
 - Met regularly with mentees to confirm continued progress
 - Advised mentees in creation and revision of class schedules and graduation requirements
- Met with 20+ academic probation students to review their situations and create academic success plans
- Calculated GPAs for 80+ probation and dismissal students to regain good academic standing

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Academic Advisement:

- Academically advised students with the creation and revision of semester schedules
- Problem-solved various scheduling and graduation requirement difficulties on a case-by-case basis.
- Used Banner system to add and drop students from classes
- Assisted in the research and creation of a presentation to educate faculty members on Academic Integrity and to update the Academic Integrity website
- Represented Associate Dean at Student of Concern meetings and presented students of concern.
- Revised job description and aided in the hiring process of a new graduate assistant.

Intern, Office of International Student Programs

August 2017-January 2018

Canisius College, Buffalo, NY

- Created an online based pre-orientation program for international students
- Researched current international student trends
- Conducted focus groups and individual interviews with international students to help shape content
- Assisted with International New Student Orientation
- Academically advised visiting international students (spring semester)

Resident Director, Summer@Brown Program

May 2017-August 2017

Brown University, Providence, RI

- Supervised a staff of 12 Resident Assistants who oversaw up to 200 high school students at a time
- Conducted weekly group staff meetings and one-on-ones with RA staff
- Participated in a rotating on-call schedule amongst graduate staff
- Created and maintained on-call schedule for RA staff
- Developed crisis management skills through on-call experience and day-to-day operations
- Provided customer service to parents and students on move-in days and throughout the students' stay
- Conducted disciplinary meetings with staff and resident students as needed
- Served on an auxiliary committee for staff professional development and staff appreciation
- Moderated a panel discussion of careers in higher education
- Led a baking-based stress management workshop
- Provided assistance for check-in and other events
- Worked collaboratively with Public Safety, Emergency Health Services, and Conference Services

Senior Admissions Counselor for Transfer Services

October 2012-August 2016

Paul Smith's College, Paul Smiths, NY

- Met with prospective students to counsel on completing entry requirements, advise on course selection at community college, academic programs and the transfer of college credits
- Developed and implemented individualized recruitment travel schedules to visit community colleges, gave presentations, met with program-specific faculty members, and attended other on- and off-campus events to promote the college
- Created and implemented Transfer Visit Day events: micro visit days targeted solely at transfer students and their specific needs. These days featured instant acceptances and credit evaluations
- Streamlined the process of awarding course credit for previous college credit
- Evaluated prospective and accepted students' college transcripts and created initial credit evaluations, to be approved by the registrar's office
- Liaised with Paul Smith's deans, faculty and community college representatives to create "in-field" transfer agreements, which allow students with certain associate's degrees to enter with junior status
- Managed the college's use of TES, or Transfer Evaluation System, including the entering of over 3000 equivalencies into the database
- Kept in contact with prospective students via phone, email, direct mail, text messaging and social media

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Senior Admissions Counselor for Transfer Services (cont.)

- Helped hundreds of transfer students navigate the transition into Paul Smith's from initial point of contact through orientation and final enrollment
- Counseled current transfer students on course selection and graduation requirements

Canisius Earning Excellence Program (CEEP) Research Assistant

May 2010-May 2012

To Dr. Eileen M. Angelini, Professor of French and Fulbright Scholar, Dept. of Modern Languages, Literatures, and Cultures, Canisius College, Buffalo, NY

- Researched topics including French and Francophone history, culture, and politics
- Assisted in organizing, advertising, and executing 2012 Québécois Film Festival on campus
- Aided in soliciting vendors for the 2011 WNYFLEC Regional Conference
- Guided students through application and set-up process for international teaching internship

Teaching Assistant Internship

May 2010-June 2010

L'École La Source, Meudon, France

- Taught English to middle-school aged children
- Developed interactive lessons, such as a school treasure hunt to develop their English vocabulary and elementary grammar skills
- Engaged in one-on-one conversations with students to develop their English skills

Skills & Abilities

- Proficient with student management software, such as Power Campus, Sales Force and iAdvise.
- Basic knowledge of Banner
- Advanced Proficiency in Microsoft Word and PowerPoint
- Intermediate Proficiency in Excel
- Intermediate Proficiency in Horizons
- Formal study of French

Professional Organizations

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| • NAFSA Region X: Education Abroad Liaison | 2022-present |
| • NAFSA: Association of International Educators | 2018-present |
| • Student Affairs Administrators in Higher Education (NASPA) | 2017-2018 |
| • American College Personnel Association (ACPA) | 2016-2017 |
| • New England Transfer Association (NETA) | 2014-2016 |
| • New York State Transfer & Articulation Association (NYSTAA) | 2012-2016 |

Conferences and Trainings

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| • NAFSA Upstate NY Region X Conference, Ithaca, NY | June 2019 |
| • F-1 Student Advising for Beginners, Ithaca, NY | June 2019 |
| • NAFSA Annual Conference, Washington, DC | May 2019 |
| • NAFSA Region X Conference, Buffalo NY | October 2018 |
| • F-1 Student Advising for Beginners. Cortland, NY | June 2013 |