

Kyle Lawrence Wilson

Discipline | Focus | Achiever | Competition | Analytical

2011 N Innovation Blvd
Wichita, KS 67208

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(618) 581-2633

Education

University of Central Florida
Master of Arts (MA)
Educational Leadership, Higher Education and Student Personnel

Orlando, FL
May 2017

Missouri State University
Bachelor of Music Education (BME)
Minor in Mathematics

Springfield, MO
May 2015

Professional Experience

Wichita State University, Wichita, KS

Director for Student Conduct and Community Standards (SCCS)

September 2021-Present

Associate Director for Student Conduct and Community Standards (SCCS)

July 2018-September 2021

Assistant Director for Student Conduct and Community Standards (SCCS)

August 2017-July 2018

- Administer the Conduct and Academic Integrity process from case creation through sanction completion
- Adjudicate multiple cases regarding Code of Conduct, Housing Handbook, Academic Integrity, or Student Organizations
- Function as the chief Maxient database administrator for the institution, and provide Maxient assistance to the Care Team, Office of Equity & Compliance (Title IX, Title VII, Discrimination), Student Advocate, Housing & Residence Life, and more
- Hire, train, and supervise the SCCS Administrative Specialist, SCCS Coordinator, and Graduate Students
- Participate in an Associate Director on-call duty rotation in order to provide support to 1,500 residents after business hours
- Advise and train the Conduct Hearing Board and Academic Integrity Committee consisting of students, staff, and faculty from across the university
- Facilitate presentations for new students and parents/guardians at orientation, new graduate teaching assistants, athletics, international education, UPD officers, and multiple fraternity and sorority chapters on campus
- Train housing and residence life staff in incident report writing, conduct adjudication, and appropriate sanctioning
- Create and continuously update multiple resources for the SCCS office including a Housing Conduct Binder
- Produce multiple assessments to meet university and division objectives related to the success and retention of students at the institution
- Update and publish the Annual Security and Fire Safety Report and Student Code of Conduct annually

Stetson University, DeLand, FL

Graduate Intern Office of Community Standards

November 2016-May 2017

- Oversaw the management of 200 Maxient cases by creating and assigning cases, uploading relevant documents, sending letters, and closing cases
- Created a student conduct board to adjudicate hearings under the supervision of a community standards staff member
- Created a proposal on restorative justice and a plan for implementation at Stetson University
- Shadowed 5 conduct cases per month in order to develop meaningful and relevant conduct practices

University of Central Florida, Orlando, FL

Graduate Coordinator, Residence Life and Education

June 2015-May 2017

- Served as a professional staff member overseeing 4 communities (Lake Claire, Tower 2, Tower 4, and Libra) housing first year, nontraditional, international, and student athlete populations
- Supervised and evaluated 8 resident assistants and 4 office assistants through weekly meetings, providing regular feedback, and completing administrative tasks
- Planned regular staff meetings in collaboration with a 4-member leadership team in order to provide quality supervision and instruction to 23 member staff
- Implemented a residential curriculum for the resident assistant staff through training and developing educational activities to meet and assess learning outcomes
- Hired 23 student staff by assisting in the review and interviews of over 300 applicants
- Adjudicated 5 conduct cases per month, ranging from minor housing violations to medical transports
- Participated in on-call duty rotation in order to provide support to 5,000 residents after business hours
- Managed residential facilities of up to 1,019 residents through providing student support services, managing building rosters, and maintaining presence in the community
- Managed a budget of \$16,400 including program, staff development, office supply, and area council funds
- Co-advised 5 area council executive board members through weekly meetings, attending Residence Hall Association meetings, and providing quality feedback

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Office of Student Conduct Practicum

May 2016-August 2016

- Created 5 assessments for the Office of Student Conduct regarding academic misconduct and the student conduct process
- Adjudicated 2 conduct cases per week pertaining to violations of university policy
- Reviewed and offered suggestions to improve the Office of Student Conduct website
- Submitted Clery reportable cases to the director of student conduct
- Shadowed multiple Title IX conduct cases in order to gain a greater understanding of the Title IX process

Teaching Experience

University of Central Florida

Teaching Assistant Strategies for Success (SLS 1501)

June 2016-August 2016

- Taught “Outcasts United” to a group of 30 at risk students facilitating discussions on themes such as collision of culture, transition, and community
- Created lesson plans in order to facilitate instruction and engage students in a variety of different learning styles

Related Experience

Wichita State University

Housing and Residence Life Staff Morale Committee Chair

September 2018-September 2021

University Care Team

January 2018-Present

University Clery Committee

January 2018-Present

University Title IX Committee

January 2018-Present

University Prevention Services Advisory Board

August 2017-August 2019

Student Affairs Development Committee

August 2017-September 2021

Leadershape Cluster Facilitator

January 2018

University of Central Florida

Housing and Residence Life Operations Committee

August 2016-May 2017

Housing and Residence Life Social Justice Committee

August 2016-May 2017

Student Conduct Board

January 2016-May 2017

SAACURH Conference Advisor

October 2015-November 2016

Housing and Residence Life Student Staff Selection Committee

August 2015-August 2016

Missouri State University

National Survey of Student Engagement Ambassador

August 2014-May 2015

Associate Director of NRHH (MACURH Region)

June 2014-May 2015

National Residence Hall Honorary (NRHH) Member

May 2013-May 2015

Reception Desk Worker

January 2013-December 2013 and January 2015-May 2015

Residence Life, Housing and Dining Services Office Assistant

September 2014-December 2014

Conference Assistant

Summer 2014

Resident Assistant

January 2013-May 2014

Conferences

ASCA Annual Conference (Portland, OR)

January 2023

Presentation: Challenging the Culture of Conduct through Assessment. Co-Presenter, Liz Thornton

Maxfest (St. Louis, MO)

June 2022

Maxfest (Virtual)

June 2021

Disney Institute: Leadership Excellence, Employee Engagement, and Quality Service (Orlando, FL)

January 2020

Maxfest (Salt Lake City, UT)

June 2019

ASCA Annual Conference (Jacksonville, FL)

February 2019

Presentation: Maximizing the Effectiveness of Maxient of your Campus. Co-Presenter, Jason Andrews

Presentation: Navigating the Journey of Campus Collaboration. Co-Presenter, Scott Jensen

Donald D. Gehring Academy, Mary Beth Mackin Foundations of Professional Practice Track (Indianapolis, IN)

July 2018

ASCA Annual Conference (Jacksonville, FL)

February 2018

NASPA Annual Conference (San Antonio, TX)

March 2017

ASCA Annual Conference (Jacksonville, FL)

February 2017

NASPA FL Drive-In (Florida International University)

October 2016