

Caroline Kirkham Jeffreys

EDUCATION

Master of Education; Administration of Higher Education

August 2022-December 2024

Auburn University

Auburn, AL

- GPA: 4.00/4.00

Bachelor of Science in Education; Major in Exercise Science

August 2018-May 2022

Auburn University

Auburn, AL

- Minors: Counseling and Psychology
- GPA: 3.67/4.00

EXPERIENCE

Admissions Advisor

July 2022-present

Auburn University Doctor of Physical Therapy

Auburn, AL

- Assist the Admissions Committee by compiling and preparing applicant files, facilitating meetings, managing communications regarding admission decisions, and maintaining confidential records.
- Compile data and generate reports to support program planning, accreditation, and admissions outcomes.
- Coordinate and execute virtual and in-person Interview Days, Open Houses, and New Student Orientation.
- Select, train, and supervise Student Ambassadors to assist with student recruitment and events.
- Record meeting minutes for all faculty and staff meetings and distribute to stakeholders.
- Oversee course scheduling, classroom facilities, program email, and equipment inventory.
- Collaborate with Registrar, Financial Aid, Veterans Affairs, and other offices to enhance student support.

Learning Community Course Instructor

January 2024-present

Auburn University First Year Experience

Auburn, AL

- Enhance student's understanding of their major, career options, and resources available to them.
- Develop a syllabus, curriculum, lesson plans, and learning objectives.
- Facilitate classroom discussions and activities to support academic and professional development.
- Assess student learning outcomes and evaluate all coursework to ensure achievement of course objectives.

LEADERSHIP

Physical Therapy/Occupational Therapy Club Advisor

July 2022-present

Auburn University School of Kinesiology

Auburn, AL

- Advise and mentor students by building their confidence and knowledge to become strong applicants.
- Offer guidance on academic preparation and professional development to boost graduate school readiness.
- Oversee club funds and inform student leaders of policies for election, outreach, and fundraisers.
- Work with other programs to create networking opportunities and connect students with experts in the field.

Executive Student Council Club Advisor

July 2022-present

Auburn University College of Education

Auburn, AL

- Oversee club funds and inform student leaders of policies for election, outreach, and fundraisers.
- Advise and mentor students in leadership development, communication, and professional collaboration.
- Support student officers in advocating for positive institutional changes.
- Foster camaraderie among students, faculty, staff, and administrators to strengthen the college community.

CERTIFICATIONS

First Year Seminar Certified Instructor

December 2024

Auburn University First Year Experience

- Instructors are highly trained professionals who teach a two credit course designed to welcome students to the campus community, connect them with peers, aid in career exploration, and provide active learning opportunities to enhance their academic skills for university success.

PROFESSIONAL AFFILIATIONS & COMMUNITY INVOLVEMENT

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| • Chapter Advisory Board for Kappa Delta Panhellenic Sorority; <i>Member</i> | October 2023-present |
| • Alabama Health Professions Advisors (AHPA); <i>Member</i> | January 2023-present |
| • National Academic Advising Association (NACADA); <i>Member</i> | August 2022-present |
| • Auburn University Advisors and Counselors Caucus; <i>Member</i> | July 2022-present |
| • Auburn Community Church; <i>Member and Volunteer</i> | August 2020-present |

PROFESSIONAL DEVELOPMENT

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| • Student Support Symposium Presenter; <i>Auburn, AL</i> | April 2024 |
| • Alabama Health Professions Advisors Meeting; <i>Birmingham, AL</i> | February 2024 |
| • NACADA Regional Conference; <i>New Orleans, LA</i> | February 2024 |
| • American Physical Therapy Association Combined Sections Meeting; <i>San Diego, CA</i> | February 2023 |