

Casey M. Schultz

CURRENT ACTIVITY

Associate Director of College Counseling and Student Engagement

Indiana Academy of Science, Mathematics, and Humanities

Instructor, ID 495

Ball State University

Edd in Higher Education with a cognate in Community College Leadership

Ball State University

EDUCATION

Edd in Higher Education with a cognate in Community College Leadership 2025

Ball State University, Muncie, IN

Graduate Certificate in Community College Leadership 2022

Ball State University, Muncie, IN

Graduate Certificate in College and University Teaching 2018

Ball State University, Muncie, IN

MA in Executive Development for Public Service 2015

Ball State University, Muncie, IN

BS in Psychological Science 2011

Ball State University, Muncie, IN

Thesis title: "Honors Orientation: Redefined: An Honors Thesis"

Advisor: Sarah Haley

COLLEGE COUNSELING & STUDENT SUCCESS

Associate Director of College Counseling and Student Engagement October 2022-Present

Indiana Academy for Science, Mathematics, and Humanities, Ball State University

- Director of College and Career Counseling for all Indiana Academy students
- Organizing and implementing a systematic approach to the process of college and university admission for each Academy student
- Overseeing the processing of college applications, including college admission, scholarships, and summer programs
- Writing letters of recommendation for student college applications
- Meeting with all Academy students annually to discuss college and career plans and preparing them for the college search and application process
- Serving as the school's AP Coordinator for AP Testing
- Planning and implementing programs for Academy students promoting college readiness, celebrating achievements of students, and increasing skills related to academic success (time management, organization, study skills, etc.)
- Assisting the Director of Academic Affairs with academic support programs for students to better prepare them for the college application process
- Member of the Student Success Committee
- Chair of the Student Scholarship Committee

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RECRUITING & ADVISING

Lead Student Success Specialist

January 2020-October 2022

Division of Online and Strategic Learning, Ball State University

- Direct supervision for a team of 4 Specialists
- Coordinated the hiring process for graduate assistants and professional staff members
- Developed, updated, and implemented recruitment and communication plans for seven fully online programs
- Advised students both in person and virtually through Zoom from the point of inquiry through graduation utilizing an intentional advising model and communicating frequently
- Maintained detailed records of all student correspondence utilizing Slate and EAB Navigate, the university CRMs
- Attended recruitment events in the community to connect with prospective students
- Hosted live, virtual information sessions for prospective students
- Oversaw the implementation of projects to increase student engagement and retention like video messaging, a live chatbox, campus events, and more
- Engaged in cross-functional team projects within the division to support the goals and vision of the division and university at large

Student Success Specialist

October 2016-January 2020

Division of Online and Strategic Learning, Ball State University

- Developed, updated, and implemented recruitment and communication plans for seven fully online programs
- Advised students both in person and virtually through Zoom from the point of inquiry through graduation utilizing an intentional advising model and communicating frequently
- Maintained detailed records of all student correspondence utilizing Slate and EAB Navigate, the university CRMs
- Attended recruitment events in the community to connect with prospective students
- Oversaw projects to increase student engagement and retention like video messaging, online readiness tool, campus events, and more
- Assisted in the creation of an online training course in Canvas for new hires to be used in the onboarding and training processes
- Co-advisor for the Online Student Ambassador Program

Assistant Director of Admissions

June 2012-October 2016

Office of Admissions, Ball State University

- Performed folder review, made admission decisions, and executed appropriate follow-up
- Managed a recruitment territory, including approximately twelve weeks of travel
- Coordinated and oversaw programs and yield receptions both on Ball State's campus and off, including reserving venues, selecting caterers and menus, creating agendas, and supervising staff in attendance
- Acted as interim Welcome Center Coordinator, supervised student tour guides and front desk workers

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- Met with prospective students, their families, and guidance counselors to discuss the university
- Assisted with training of newly hired professional and student staff members
- Delivered admission presentation to diverse groups visiting campus
- Represented Ball State to the public in a positive, professional manner

TEACHING EXPERIENCE

Instructor

2019-Present

University College, Ball State University

- Instructor for ID 495, a fully online capstone course for General Studies students focusing on career readiness and transferrable skills
- Develop the course within Canvas and make updates for each continuing semester
- Design syllabus and update with pertinent information each subsequent semester
- Cultivate a partnership with the Career Center to coordinate CareerReady assignments
- Monitor progress through career exploration project or coordinate with supervisors for 30 hour practicum

Teaching Practicum

2018

Honors College, Ball State University

- Completed a practicum co-teaching a fully online section of Honors 199 focused on social justice in America
- Fully transitioned the course and all materials from Blackboard to Canvas
- Graded assignments and quizzes, provided feedback and facilitated discussions within Canvas discussion boards

Teaching Assistant

2010

Honors College, Ball State University

- Assisted with teaching a section of Honors 199 focused on the American family
- Created a lesson plan and delivered it to the class, facilitated group discussion for that lesson
- Graded papers and participated in group discussions

PRESENTATIONS & PUBLICATIONS

Boyland, L. G., & Schultz, C. M. (2021, November). *Collaborative director-advisor model serves candidates and supports enrollments in principal preparation programs*. Paper presented at the University Council of Educational Administration Annual Conference. Columbus, OH.

Schultz, C. M., & Matheny, S. B. (2019, March). "Why Didn't I Know About This? ...Because You Never Asked: Intrusion Avoids Confusion." NACADA Region 5 Conference. Detroit, MI

Schultz, C. M. "Honors Orientation: Redefined: An Honors Thesis." Bracken Library, 2011.

CERTIFICATIONS & AWARDS

Certified Associate Academic Life Coach, completed through Coach Training EDU 2021

Excellence in Recruiting Award, Ball State University Graduate School 2020

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PROFESSIONAL ASSOCIATIONS

- American College Counseling Association (ACCA)
- Indiana Association for College Admission Counseling (INACAC)
- Indiana Association for the Gifted (IAG)
- National Association of Academic Advising (NACADA)
- University Professional and Continuing Education Association (UPCEA)
- Academic Advising Association of Ball State (AAABS)