

Keith E. Wise

EDUCATION

University of Southern Indiana, Evansville, IN
Master of Arts in Liberal Studies, May 2012

Eastern Illinois University, Charleston, IL
Bachelor of Arts in History, May 2010

PROFESSIONAL EXPERIENCE

Director of Black Student Initiatives

Aurora University , Aurora, IL

August 2020-Present

- Provide intensive hands-on support for black students, including academic and social support.
- Assess black student needs and interests; design programs, services, and partnerships to address those needs and enhance the retention and graduation rate of black students.
- Define key learning outcomes and evaluate program performance with an emphasis on continuous improvement.
- Design and implement impactful programming and diversity training that serves our black student body as well as the larger campus community in conjunction with other University offices as appropriate.
- Develop and implement educational, social and leadership programs promoting self-awareness and intercultural development.
- Advise the Black Student Union student organization (or provide supervision and support for the advisor of BSU).
- Collaborate with campus support services, faculty, and administration in the support and retention of black students.
- Serve as the instructor for IDS1100, IDS1110, and IDS 1200 courses designed to stimulate the success of students who are admitted conditionally
- Identify the best practices to improve black student retention and academic achievement
- Collaborate with Director of Latino Student Initiatives for campus wide diversity programming
- Assist with Aurora Welcome back week, RA training, and
- Member of Diversity, Equity, and Inclusion Task Force

Director of TRIO Student Support Services

Kishwaukee College, Malta, IL

March 2017-August 2020

- Oversee the process of identification, assessment, and selection of students into the project.
- Prepare and maintain a \$253,000 budget each fiscal year of the grant cycle
- Submit annual performance report for the U.S. Department of Education on meeting program objectives for retention and persistence
- Supervise activities to maintain statistics in SSS student database to generate reports to evaluate and document performance.
- Collect and analyze qualitative and quantitative data for evaluations
- Organize and facilitate trips for 4-yr schools and cultural trips
- Coordinate SSS Orientation & program recruitment
- Oversee the Grant Aid process for students receiving grant aid.
- Advise for 40-45 students within the program on course selection, transfer assistance, & career exploration
- Served on the college Student Success Committee
- Serve on At-Risk Student Committee
- A Member of the college Diversity Committee

Program Coordinator- Office of Intercultural Relations

Lake Forest College, Lake Forest IL

August 2016-March 2017

- Coordinated campus-wide programming efforts for the Office of Intercultural Relations
- Recorded and maintained budget expenses for large scale office programming
- Advised Cultural Coalition, a collection of campus-wide cultural & faith-based student organizations
- Directed and facilitated all meetings and discussions for Male Empowerment groups for Black & Latino students
- Supervised student worker in conjunction with Latino empowerment group, to organize groups meetings and membership
- Collaborated with Residence Life and Ethics office for Hot Topic Tuesdays discussion series based on current events
- Organized the annual Martin Luther King Holiday event and annual Global Fest events
- Updated & Promoted Social Media for the office on Facebook & Twitter
- Conducted one on one meetings with Student Organization leaders to discuss ways to improve organizations
- Assist Office of Student Affairs initiatives, Forester First, Fall Open House, Homecoming, and other events

Residence Hall Director-Residence and Greek Life Office

January 2014-August 2016

Illinois Institute of Technology, Chicago, IL

- Hired, trained, supervised, & evaluated 10-24 Resident Assistants, 1-2 Senior Resident Advisors & 1 Summer Housing Graduate Intern
- Managed State Street Village Residence Hall with suite and apartment-style living with 400 students
- Adjudicate all conduct cases for residents in State Street Village, 15-30 per academic year
- Participate in on-call rotation providing crisis response and support to students living on the campus of 1,600
- Meet with residents on the Early Warning portal in need of academic assistance
- Provide personal support to residents mental or emotional concerns and refer them to Student Health and Wellness when needed
- Manage Resident Advisor programming budget \$2,468.50
- Facilitate staff meetings, in-service meetings, committee meeting, SRA meetings and 1:1 meetings
- Coordinated professional staff search for Oshkosh Placement Exchange(OPE) Spring 2014 that lead to a successful hire
- Develop Yearlong Senior Resident Advisor Training & Professional Development model which lead to improvements in SRA role
- Serve as a member IIT Outreach Advisory Committee that planned campus-wide service learning activities
- Assist with department initiatives, Welcome Week, Greek Week, Commencement, & other university functions

Oaks Hall Director & 1st Year Academic Advisor-Office of Student Life

July 2012- November 2013

Carthage College, Kenosha, WI

Oaks Hall Director

- Hired, trained, supervised, & Evaluated Resident Assistant-13 & Assistant Hall Directors- 2 senior level RAs
- Oversaw the 6 Oaks Residence Hall buildings & one floor of the Best Western Hotel in Kenosha, WI; 400-500 students
- Oversaw programming budget for RA programming totaling \$1,840.00
- Participated in an on-call rotation providing crisis response an area serving 2,600 students
- Facilitated Staff meetings for Oaks & Best Western Staff
- Assisted with departmental initiatives, Fall Orientation, Homecoming, Family Weekend, & other College functions

1st Year Academic Advisor

- Advised 60-70, 1st year & transfer students in scheduling classes, Major & Minor selection & evaluating academic progress
- Worked primarily with students whose majors & minors were in areas of Fine Arts and Humanities

- Advised students in creating a 4-5year academic plan for course selections up until graduation
- Instructed 3 sections of the College Success Seminar for Freshmen & Transfer students during fall and spring semesters
- Participated in Advance Registration for incoming 1st-year students for Fall classes and Language Placement exam
- Assisted with Academic Advising workshops on campus

PUBLICATIONS & RECOGNITIONS

- Nominated for the 2018 Kishwaukee College Professional Staff Award of Excellence
- Wise, K, (2015). Inclusion & Equity Committee Film Review Series Presents: "Dear White People". GLAUCHO TRENDS Magazine, May 2015, pg28-29

PROFESSIONAL AFFILIATIONS

Steering Committee- Illinois Committee on Black Concerns in Higher Education (ICBCHE) February 2019- Present

- Member of the steering committee to help reorganize the ICBCHE

Student Leadership Conference Committee Member- ILLINOIS TRIO December 2018-June 2019

- Participate in the planning committee for the annual Student leadership conference
- Select keynote & breakout sessions speakers for the conference

Inclusion & Equity Committee Member-GLACUHO

November 2014-January 2015

Great Lakes Association of College and University Housing Officers

- Organized committee efforts for Film & Book review Series
- Wrote an article for GLAUCHO TRENDS magazine

TECHNOLOGY PROFICIENCIES

- Microsoft Office Suite, Google Doc & Forms, Blackboard, BrightSpace, Maxient, BANNER, MAP-Works, Blumen, Ellucian,