

# Kathryn D. O'Brien, MPA

## **VICE PRESIDENT OF STUDENT AFFAIRS DEAN FOR STUDENT LIFE**

**July 2017-present  
July 2013-June 2017**

*Cazenovia College, Cazenovia, NY*

Responsible for the overall operation of the Student Affairs program including implementation of the College vision and strategic plan, supervising departments, addressing daily student life issues and emergencies, coordinating the integration of the undergraduate academic and co-curricular experience, and directing and/or coordinating processes for the review, revision and development of College and Student Affairs policies, programs and services.

- Manage departments that provide student learning and development opportunities: Service & Community Engagement, Student Government, Student Activities, Diversity & Inclusion, Student Organizations and Student Leadership.
- Manage departments that provide student and college-wide support services: Student Housing, Health & Counseling, Campus Safety and Judicial Affairs/Student Conduct (*including Title IX violations*).
- Serve as a member of the College's senior management team.
- Provide leadership in and responsible for the development, implementation and evaluation of policies and regulations pertaining to student life, especially those related to student conduct and student residences.
- Represent Student Life Division on campus-wide committees (*Title IX Committee, Student Retention, College Assessment Committee, Council on Enrollment Management, Middle States Steering Committee, Strategic Planning Committee, Emergency Response Team*).
- Oversee annual production of Student Handbook, Student Life Strategic Plan and Student Life budget.

## **ASSOCIATE DEAN FOR STUDENT LEADERSHIP & ENGAGEMENT**

*Cazenovia College, Cazenovia, NY*

**2001-2013**

Responsible for partnering with all campus constituents in creating and fostering opportunities for student involvement and leadership development that enhance students' intellectual learning and personal development.

- Developed and implemented a comprehensive leadership development program focused on leadership theory, practice and service.
- Identified needs and formed partnerships with members of the community, faculty and academic administration toward the enhancement of a co-curricular approach to education.
- Responsible for the strategic planning process for the department and ensured compliance with applicable policies and practices.
- Conducted annual assessment surveys and implemented programmatic changes based on results.
- Faculty Member – Human Services Program (*Introduction to Human Services, Group Dynamics*)

## **DIRECTOR OF HUMAN RESOURCES & ADMINISTRATIVE SERVICES**

*Salvation Army, Syracuse Area Services, Syracuse, New York*

**1994-2001**

Worked in collaboration with the Executive Director and was responsible for agency administrative activities and functions, including all aspects of human resources and employee benefits, MIS, budgeting and finance, and operations (*food service and physical plant*).

- Provided leadership and direction in the design and implementation of a comprehensive human resources program for 250 full-time employees and 100 part-time employees. Areas included employee health coverage, workers compensation, unemployment benefits and risk management. Supervised two Human Resources Associates and three support staff.
- Developed and implemented agency wide policies and procedures to empower staff. Designed and ensured compliance with agency Recruitment and Retention Plan (*orientation, turnover, interview protocols*).

### **COMMUNITY INITIATIVES ASSOCIATE**

*United Way of Central New York, Syracuse, New York*

**1993-1994**

Selected to assist in organizing and conducting a program designed to maximize the resources available to agencies for services aimed at the most persistent and/or urgent needs of the community. Served as the primary link between the United Way and selected agencies, as well as defined community entities.

- Served as staff person to three United Way Allocations Panels comprised of 27 agencies, providing 106 community programs.
- Facilitated effective functioning of agency volunteer liaisons for appropriate Panels, including helping with recruitment, orientation, and performance assessment.
- Participated in departmental planning activities by making appropriate staff and volunteers aware of perceived human service needs and assisted in bringing interested groups together to develop responses to those needs.

### **PROJECT DIRECTOR / MEMBERSHIP DIRECTOR**

*Local Government Commission, Sacramento, California*

**1992-1993**

Selected by this non-profit, non-partisan, membership association of over 300 county supervisors, city council members and mayors. The organization served as a "think tank" to help local elected officials in California develop programs and policies to address the most significant problems confronting local communities. Acted as Membership Director for Local Government Commission (LGC) and acted as Project Director for new non-profit organization - Public Officials for Water and Environmental Reform (POWER).

- Raised positive cash flow for a new organization with no capital.
- Provided guidance and leadership in the formation of a new non-profit organization.
- Maintained effective working relationship with public officials throughout California.

### **PROGRAM DIRECTOR (Syracuse Teen Volunteers Program)**

*Volunteer Center, Inc., Syracuse, New York*

**1992**

Selected by this non-profit human service agency administering 15 programs serving Onondaga County residents in Central New York. Syracuse Teen Volunteer Program existed to recruit and refer young people to volunteer opportunities and to promote volunteerism among the youth in the County. Worked with community agencies to develop volunteer opportunities for young people. Established relationships with area high school districts, principals and teachers to encourage them to tie volunteer service into school curriculum.

### **LEGAL ASSISTANT**

*Pyramid Companies, Syracuse, New York*

**1990-1992**

*Scolaro Law Firm, Syracuse, New York*

**1987-1989**

Responsible for drafting agreements related to commercial retail development and developing weekly document status reports on current projects/agreements. Responsible for performing factual research, document analysis and information gathering. Developed a computerized docket system to monitor work assignments. Maintained communications with various state and local government agencies for project completion and assignments.

### **DIRECTOR - RESIDENCE HALL**

*Cazenovia College, Cazenovia, New York (part-time)*

**1987-1989**

*Syracuse University, Syracuse, New York (full-time)*

**1989-1990**

Managed a residence hall of 200-400 students. Supervised nine Resident Advisors, 14 work-study students, one Graduate Residence Coordinator and one full-time receptionist. Selected, trained and evaluated building staff. Assessed student needs and developed appropriate program strategies. Planned and implemented bimonthly staff training and development programs. Served on two selection committees. Presented training sessions.

### **ADDITIONAL CAREER INFORMATION**

**Master of Public Administration** - Maxwell School of Citizenship, Syracuse University

**Bachelor of Arts** - Political Science - State University of New York at Geneseo