

KELLY J. SALEFSKI

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EDUCATION

University of Illinois College of Law, Champaign, IL

Juris Doctor, May 2005, *cum laude*

- Rickert Award for Excellence in Legal Publication
- 3L Gift Campaign Pledge Drive, Co-Chairperson, Spring 2005
- *The Elder Law Journal*, Administrative Editor, Fall 2004 – Spring 2005
- Diversity Faculty Committee, Student Representative, Spring 2003

University of Illinois, Champaign, IL

Bachelor of Science, Ecology, Ethology, Evolution, May 2002

EXPERIENCE

University of Illinois College of Law, Champaign, IL

Assistant Director for Academic and Student Administration, August 2005 – present

Graduate Assistant, Assistant Dean for Academic and Student Administration,

Fall 2004 – Spring 2005

Teaching Assistant, Professor Richard McAdams, Fall 2004

- Assist with and independently counsel students on a variety of personal and academic issues
- Act as Convocation coordinator representing the College of Law at campus-wide meetings
- Create and administer 3L permanent contact information directory
- Create and administer faculty final exam survey
- Assist in overseeing final exam administration by managing student issues and emergencies
- Assist with Fall, Spring, and Summer schedule and advanced enrollment creation and dissemination
- Represent the College of Law Administration at various student events, including the Black Law Students Association Alumni Banquet, 3L Dinner, Latino/a Law Students Association Alumni Banquet and Carboic Smoke Ball
- Collect and maintain student organization database
- Investigate student disciplinary actions by interviewing and database research
- Update and arrange weekly Law Bulletin announcements
- Assist with statistics and data in annual, required reports
- Announce, collect and process internal and external scholarships
- Assist with assimilation, credit tracking and registration of transfer students
- Support Career Services by tracking Class of 2005 and Class of 2006 students

University of Illinois, Champaign, IL

Teaching Assistant Peer Advisor, Speech Communication, Fall 2004 – Spring 2005

Teaching Assistant, Speech Communication, Fall 2003 – Fall 2004

- Evaluated, instructed, and assisted newly appointed teaching assistants
- Independently designed lessons, conducted lectures, and graded students

Sorling, Northrup, Hanna, Cullen & Cochran, LTD, Springfield, IL

Summer Associate, Summer 2004

- Researched and drafted several memos on a variety of legal topics
- Attended numerous court proceedings and client meetings