

MICHELLE M. KLEMME

HIGHER EDUCATION PROFESSIONAL

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PROFESSIONAL SUMMARY

Dedicated student-focused academic advisor and administrative professional with a MEd and 15+ years of experience with undergraduate, graduate, and international scholar programs. Provide college students with a positive, collaborative, and seamless experience as they progress through the complexity of their academic journey. Ability to accomplish this by creating a welcoming and safe environment, where the holistic care of my students is as essential as my academic guidance. Through mentoring, proactive advising, interpersonal communications, and effective organization, students are given the tools and individualized attention to successfully navigate their college career and fulfill their educational goals. Being a part of a vibrant college community, where witnessing students' developmental growth and maturity, is deeply satisfying both professionally and personally.

EMPLOYMENT

Montclair State University, John C. Cali School of Music, College of the Arts: Montclair, NJ

Academic Advisor, Undergraduate Programs, John C. Cali School of Music 07/2025- Present

- Provide holistic, developmental, and intrusive advising to undergraduate students, guiding them through academic planning, course selection, and risk intervention.
- Coach students on integrating co-curricular opportunities, including study abroad, minors, and campus involvement, into their educational goals.
- Conduct targeted outreach for students to support retention and early intervention.
- Determine and verify seniors' eligibility for graduation, ensuring fulfillment of academic requirements and institutional policies.
- Empower students to navigate university procedures and utilize self-service tools for degree tracking, registration, and academic planning.
- Refer students to campus resources, including career services, tutoring, disability services, and counseling, and maintain strong cross-campus partnerships.
- Represent the department at orientations, open houses, and campus events, delivering advising presentations and facilitating workshops.
- Teach a section of New Student Seminar for freshmen, promoting early academic engagement and transition support.

Fairleigh Dickinson University, Center for Academic Advising & Student Success (CAASS): Madison, NJ

Academic Advisor, Undergraduate Programs, College of Business & School of the Arts 04/2018 - 07/2025

- Advised and supported a caseload of 200 students on academic planning, degree progress, and integration of goals such as study abroad, honors programs, and accelerated master's pathways.
- Conducted one-on-one advising sessions, monitored academic performance, and addressed personal and educational concerns to promote timely graduation.
- Maintained accurate student records and ensured degree compliance using CRM, Self-Service, and Datatel systems.
- Collaborated with faculty, staff, and administration to advocate for student success, improve retention, and promote engagement through support services and professional development programs.
- Led orientation sessions, coached at-risk students, and supported college initiatives to increase admissions, early intervention, and overall student satisfaction.

Fairleigh Dickinson University, Silberman College of Business: Madison, NJ

Dean's Office Assistant, Dean's Office, Undergraduate Programs 01/2018 - 04/2018

- Assisted in organizing and implanting SCB events and programming.

Interim Administrative Assistant, Accounting, Taxation and Law Department 10/2017 - 01/2018

- Temporary position providing administrative support to the Department Chair in areas such as course scheduling, faculty assistance, secretarial duties, and student liaison.

RELEVANT PAST HIGHER EDUCATION EMPLOYMENT (10+ YEARS)

University of New Hampshire: Durham, NH

Whittemore School Of Business, Graduate Program Coordinator

- Provided services to over 200 students in recruitment, admissions, academic advising, career changes, cultural adjustments and program enhancement for the MBA and Graduate Economics' programs.
- Represented business school at local and international recruiting events.
- Coordinated orientations, open houses, and graduation ceremonies for graduate MBA students.
- Acted as a student advocate and faculty liaison for graduate students in a business and economics' program.

Center For International Education, Program Assistance

- Advised international students on immigration and employment issues.
- Informed and advised undergraduates in studying abroad and international majors.

Boston University: Boston, MA

Humphrey Fellowship Program, Fulbright Scholar Program, Administrative Assistant & Program Coordinator

- Supported the Director in the administration of the Humphrey Program, a Fulbright Scholar's post-graduate program for international mid-career professionals from developing countries.
- Coordinated week-long orientation for international students and scholars.
- Assisted in program expansion and public relations to achieve business school's mission.
- Supervised student staff.

LEADERSHIP & SERVICE

❖ Stephen Ministry Team Leader

Lay Caregiving Ministry
Millington Baptist Church
2023-Present

❖ Stephen Minister

Lay Caregiving Ministry
Millington Baptist Church
2017-Present

❖ Co-Chair

Care Leadership Team
Millington Baptist Church
2014-2019

❖ Board Chair and Vice-Chair

Little Footprints Learning Center
Millington Baptist Church
2007-2017

❖ VBS & Team Leader

Kids Leadership Team
Millington Baptist Church
2005-2013

❖ Council Member

Professional, Tech, & Admin Council
University of New Hampshire
1996-1999

PROFESSIONAL ASSOCIATIONS

- **NACADA**, A Global Community for Academic Counselors
2020-Present
- **Pi Lambda Theta**, Honor Society & Professional Association for Educators
1992-2008, 2016-Present

EDUCATION

Boston University: Boston, MA

- Master in Ed, Higher Educational Administration
- Bachelor of Science, Business Administration
- Bachelor of Arts, German Studies

Fairleigh Dickinson University, Madison, NJ

- Sammartino School of Education, 2018-2019
Graduate Courses in Student Services
 - College Student Development
 - Mentoring Students for Success

EDUCATIONAL EXPERIENCES

Albert-Lüdwigs Universität, Freiburg, Germany

- University of Massachusetts
Freiburg Exchange Program