

Kay Hopkins

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EDUCATION

- Doctor of Philosophy (PhD), **North Dakota State University** Jun. 2013 – present
Education, Institutional Effectiveness Option
Advisor: Chris Ray, PhD
Estimated completion date: Dec. 2020
- Master of Business Administration (MBA), **North Dakota State University** May 2010
3.8/4.0 GPA
- Bachelor of Science (BS), **North Dakota State University**, May 2008
Business Administration
Minor: Hospitality & Tourism Management
Summa Cum Laude

UNIVERSITY EXPERIENCE

North Dakota State University • Fargo, ND

Business Manager – NDSU College of Business Jun. 2017 – present

- Financial and budgetary management (responsible steward of a \$7.4 million budget & gift funding)
 - Create a management system and maintain accurate financial records
 - Utilize fund accounting methods in accordance with University standards
 - Oversee that department hiring and spending is following policy
 - Anticipate future expenses and growth opportunities
 - Work to align the College's budget with the strategic priorities of the College and University
 - Assist the College in maintaining financial stability and improving overall financial performance
 - Advise College leadership in times of budget fluctuation
- Strategic guidance and oversight of the Dean's Office
 - Support the dean and associate dean with the various responsibilities and demands placed on them
 - Supervise student workers and other college staff
 - Act as phone administrator
 - Maintain accurate and up-to-date personnel files for faculty per policy
 - Reinforce the dean and associate dean in critical college initiatives, including strategic plan implementation, new MBA program, and administration of Centers and vital college programs
 - Represent the College at various events and when guests or prospective students visit our building

- Provide the dean and associate dean with data retrieval, management, and decision making support
- Communicate regularly with vital offices, such as Budget, Accounting, Grants and Contracts, Human Resources, Provost, and President
- Facilitate and serve as a knowledge resource at board and leadership team meetings
- Connect frequently with Foundation representatives
- Help to maintain the business building aesthetic and functionality
- Advisor support
 - Offer assistance to professional academic advisors in an advising capacity when needed or in emergencies
 - Act as source of knowledge when gathering data and drawing inferences based on College enrollment trends and instructional staffing decisions
 - Aid in scheduling appointments and admissions programming
 - Teach BUSN 191: Building Collaborative Communities for the learning community in Seim Hall
- Department support – Transportation, Logistics, & Finance
 - Help department chair manage department budget and spending
 - Hire graduate students and part-time academics
 - Purchase office supplies, nametags, and business cards
 - Act as a liaison to Upper Great Plains Transportation Institute
- Provide communications and outreach support to the College
 - Oversee communication content produced by the College such as brochures, handouts, posters, etc.
 - Construct and continue to develop the College's website
 - Created and maintain the College's social media presence (twitter, Fb, Instagram, and LinkedIn accounts)
 - Plan events including speaker series, guest lecturers, ceremonies, and award receptions
 - Professionally communicate activities occurring in the College to larger audiences
 - Collaborate with communications manager to further advance the College's communications and outreach
 - Manage purchased giveaways/promotional material

Academic Advisor/Lecturer – NDSU College of Business

Jan. 2009 – Jun. 2017

- Advised (approx. 450) undergraduate students in College of Business
 - Assisted students in the "development of meaningful educational plans that are compatible with their life goals"
 - Taught students how to find and use available campus resources
 - Assisted students with decision-making
 - Available, accessible, and prepared for meetings
 - Informed students of upcoming deadlines
 - Offered constructive feedback

- Knowledgeable about campus resources, university policies and procedures and major/degree requirements
- Reviewed all major curriculums
- Worked with advisor team to assess advising in the College
- Teach BUSN 189 (& LEAD 205 and 206 courses for the College)
 - Enabled students to identify and navigate campus services
 - Assisted students in becoming successful learners and enhance academic success
 - Developed student's ability to make career-related choices
 - Provided a sense of a learning/campus community
 - Effectively managed peer leaders in the classroom
 - Created and used new electronic pieces
 - Planned and organized etiquette dinner for 400 students and industry hosts
- Develop new opportunities for prospective and pre-professional student success
 - Coordinated LAUNCH and Transitions programs
 - Acted as Business Learning Community Coordinator
 - Updated College website with opportunities
 - Utilized social media platforms (Twitter, LinkedIn, etc.) to share College's message
 - Developed a College publication to be used for prospective students, discover NDSU days, and freshman orientations
 - Managed purchased giveaways/promotional material

Graduate Assistant, NDSU College of Business Aug. 2008 – Dec. 2008

- Initiated the design and maintenance of a database system created in Microsoft Access to organize COB contacts
- Employed written communication skills when producing writings and publications for scholarship donors and the College while retaining absolute flexibility of content
- Maintained ethical standards when fairly correcting Management Information System homework
- Utilized superb time management skills when grading assignments and uploading grades on Blackboard
- Assisted in supervising MIS interns in upkeep of College website

PROFESSIONAL MEMBERSHIPS

Midwest Academy of Management	intermittently Oct. 2010 – 2016
Academy of Management	intermittently Aug. 2010 – 2016
National Academic Advising Association	May 2009 – 2017
Organizational Behavior Teaching Society	2012 – 2014

TEACHING EXPERIENCE

North Dakota State University

HON 291, Seminar

BUSN 191, Building Collaborative Community

MGMT 330, Foundations of Organizational Behavior

BUSN 189, Skills for Academic Success

LEAD 205, Peer Leadership Training

LEAD 206, Peer Leadership Practicum

COMPUTER EXPERIENCE

statistical software:

QDA Miner Lite

Predictive Analytics

R

Stata

SPSS

SAS

Amos

university programs:

Blackboard

Campus Connection

Student Success Collaborative

Peoplesoft HR module

PeopleAdmin

Peoplesoft Finance module

Microsoft suite:

proficient in Excel

MOS certified in Word

MOS certified in PowerPoint

Access

Publisher

Outlook

web based programs:

ExpressionEngine

HTML

Twitter

Facebook

Instagram

LinkedIn

Canva

ONGOING RESEARCH PROJECTS

Gravley- Stack, K., Peterson, C., Whitsel, C., & **Hopkins, K.** Diversity at Land-Grant Institutions. *manuscript in progress.*

PUBLISHED WORKS

Journal Articles

Krishnakumar, S., Perera, B., **Hopkins, K.**, & Robinson, M. D. (in press). On being nice and effective: Work-related emotional intelligence and its role in conflict resolution and interpersonal problem-solving. *Conflict Resolution Quarterly*.

Krishnakumar, S., **Hopkins, K.**, & Robinson, M. D. (2017). When feeling poorly at work does not mean acting poorly at work: The moderating role of work-related emotional intelligence. *Motivation and Emotion*, 41, 122-134.

Krishnakumar, S., **Hopkins, K.**, G. Szmerekovsky, J., & Robinson, M. D. (2016). Assessing workplace emotional intelligence: Development and validation of an ability-based measure. *The Journal of Psychology: Interdisciplinary and Applied*, 150(3), 371-404.

Krishnakumar, S. & **Hopkins, K.** (2014). The role of emotion perception ability in motivation to lead. *Management Research Review*, 37(4): 334-347.

Robinson, M.D., Fetterman, A.K., **Hopkins, K.**, & Krishnakumar, S. (2013). Losing one's cool: Social competence as a novel inverse predictor of provocation-related aggression. *Personality and Social Psychology Bulletin*, 39(10): 1268-1279.

Krishnakumar, S. & **Hopkins, K.** (2013). Workplace emotional perception: An ability-based measure. *Journal of Business and Management*, 19(3)

Book Review

Hopkins, K. (2013). [Review of the book *Social Media for Educators*]. *NACADA Journal*, 33(1), 144. Available from NACADA journal website:
<http://www.nacada.ksu.edu/Resources/Journal/Current-Past-Book-Reviews/articleType/ArticleView/articleId/802/article.aspx>

PRESENTATIONS GIVEN

Hopkins, K. (Oct. 2018). *Vexation and Venture presentation: What's the bottom line on staff morale?*. Presentation at the NDSU Education Doctoral Program Annual Fall Conference: Fargo, ND.

Weber, A., Penn, J., Hanson, M.J., **Hopkins, K.**, & Espeseth, D. (Feb. 2017). *Advising Matters! Where Evidence Meets Practice*. Presentation at the NDSU Professional Development Advising Workshop: Fargo, ND.

Tulibaski, K., **Hopkins, K.**, Rinehardt, T., & Council, S. (Oct. 2016). *Flattening the Learning Curve: Advising with Intent to Improve First-Year Student Awareness and Affinity*. Presentation at the NACADA 40th Annual National Conference: Atlanta, GA.

Aikens, S. D. (Author & Presenter), Tulibaski, K. L. (Author), & **Hopkins, K.** (Author). (Oct. 2016). *Building high quality LMX relationships with the future millennial workforce: An exploratory qualitative study*. Presentation at the 59th Annual Conference - Midwest Academy of Management: Fargo, ND.

Peterson, T. O., Aikens, S. D., Van Fleet, D., Peterson, C., Travers, C., Cheyne, A., Garcia, J., **Hopkins, K.**, Conklin, T., Lavine, M., DeAngelis, L., & Beard, J. (Panelist). (Aug. 2015). *Developing Leaders: A Few Good People with a Few Good Exercises*. Presentation at the Academy of Management Annual Conference: Vancouver, BC.

Eggers, C., Fricker, L, Haugen, K, Hanson J., **Hopkins, K.**, & Jergenson, C. (Panelist). (May 2015). *Linking Advising to Learning Communities*. Presentation at the NACADA Region 6 Annual Conference: Fargo, ND.

Aikens, S. D. (Author & Presenter), **Hopkins, K.** (Author & Presenter), & Peterson, T. O. (Author & Presenter). (Oct. 2014). *Flies in the ointment: Uncovering memes to improve on organizational citizenship behavior*. Presentation at the Midwest Academy of Management: Minneapolis, MN.

Hopkins, K. (Author & Presenter) (Jun. 2014). *Formative Assessment: The Give and Take of Voice*. Presentation at the Annual Organizational Behavior Teaching Conference: Nashville, TN.

Krishnakumar, S. (Author & Presenter), **Hopkins, K.** (Author), & Robinson, M.D. (Author). (Nov. 2013). *Well that just bites!: Negative job emotions and counterproductive work behavior as moderated by emotional intelligence*. Presentation at the 2013 Southern Management Association Meeting: New Orleans, Louisiana, French Quarter.

Hopkins, K. (Oct. 2013). *Innovating and navigating across inter-disciplinary boundaries*. Presentation at the 56th Annual Conference - Midwest Academy of Management: Milwaukee, WI.

Aikens, S. D. (Author & Presenter), **Hopkins, K.** (Author & Presenter), & Peterson, T.O. (Author & Presenter). (Oct. 2013). *Streamlining learning assurance requirements with intellectual contribution requirements: A complementary approach*. Presentation at the 56th Annual Conference - Midwest Academy of Management: Milwaukee, WI.

Hopkins, K. (Author & Presenter), Aikens, S. D. (Author & Presenter), & Peterson, T.O. (Author & Presenter). (Jun. 2013). *I dare you: Being different in the classroom*. Presentation at the 40th Annual Teaching Conference for Management Educators: University of North Carolina, Asheville, NC.

Hopkins, K. (Author & Presenter), & Aikens, S. D. (Author & Presenter). (Oct. 2012). *Student peer leaders: Training young leaders to lead in learning communities*. Presentation at the 55th Annual Conference - Midwest Academy of Management: Chicago, IL.

Kozoje, C. (Author & Presenter), & Peterson, T.O. (Author & Presenter), & **Hopkins, K.** (Author & Presenter). (Oct. 2012). *Connecting the Dots between Reality and the Future*. Presentation at the 55th Annual Conference - Midwest Academy of Management: Chicago, IL.

Hopkins, K. (Author & Presenter) & Peterson T.O. (Author & Presenter). (Jun. 2012). *The Art of Learning: A Sustaining Approach to Teach Introductory Business Concepts*. Presentation at the Annual Conference - Organizational Behavior Teaching Conference: St. Catharines, ON.

Krishnakumar, S., (Author) & **Hopkins, K.** (Author & Presenter). (Nov. 2011). *The Role of Emotion Recognition Ability in Motivation to Lead*. Presentation at the Decision Sciences Institute conference: Boston, MA.

Aikens, S. D. (Author & Presenter) & **Hopkins, K.** (Author & Presenter). (Oct. 2011). *Starting out right: Positive program initiatives for first year business students*. Presentation at the 54th Annual Conference - Midwest Academy of Management: Omaha, NE.

Peterson, T.O. (Author & Presenter), Pauer, S. (Author & Presenter), & **Hopkins, K.** (Author & Presenter). (Oct. 2010). *Investing in the Future: Leadership Development in Higher Education*. Presentation at the 53rd Annual Conference - Midwest Academy of Management: Grand Forks, ND.

Krishnakumar, S., (Author & Presenter) **Hopkins, K.** (Author & Presenter). (Aug. 2010). *Emotionally Smart and Feeling Good: A new workplace measure of Emotional Intelligence*. Presentation at the Academy of Management conference: Montreal, Canada.

COLLEGE SERVICE

Women in Business, Advisor (2018 – present)

- Assisting motivated group of young women professionals in the creation of a new student organization

Chapter Advisor/Treasurer, Beta Gamma Sigma (2011 – present)

- Invite eligible students to membership
- Celebrate one community member with honorary membership
- Coordinate tapping with faculty
- Manage database, checking account, and CMS information
- Plan induction ceremony annually for 100+ people

Innovation Week 2013, Advisor for team Midwest Best

- Team won People's Choice award

UNIVERSITY SERVICE

Senator, NDSU Staff Senate (Apr. 2017 – present)

- Scholarship Committee *chair* (May 2017 – present)
- Environmental Sustainability Committee *Co-Chair* (May 2018 – April 2019)

Ex-Officio Member, Professional Advisor Representative, General Education Committee (Aug. 2015 – Dec. 2016)

Collaborative Learning Community Co-Coordinator, NDSU Seim Hall Residence (2018-2019)

Business Learning Community Coordinator, NDSU Sevrinson Hall Residence Education (FIRE) (2009 – 2018)

- Faculty Mentor of the Year Award (2013 –2014)
- Leadership Training Day for Hall Government (Sept. 2015)
presented 10 Lessons from "The Dot" and tips to be a good leader

Hiring Search Committees

- 2018 – Graduate Programs and Communications Manager, College of Business
- 2017 – Graduation Specialist, Advising Resource Center
- 2017 – Assistant Director of Career Coaching, Career Center
- 2013 – Professional Academic Advisor, College of Business
- 2013 – Professional Academic Advisor, College of Business
- 2012 – Professional Academic Advisor, College of Pharmacy, Nursing, & Allied Science

PROFESSIONAL SERVICE

Reviewer, Women in Higher Education Network Conference (Oct. 2018)

Reviewer, Midwest Academy of Management (Oct. 2016)

Planning Committee, NACADA Region 6 Conference (for May 2015)

Publications Chair

Reviewer, Organizational Behavior Teaching Conference (Dec. 2013)

Reviewer, Journal Article, Journal of Business and Management (Aug. 2013)

Reviewer, Midwest Academy of Management (Oct. 2012)

Reviewer, Organizational Behavior Teaching Conference (Jun. 2012)

Session Facilitator, Midwest Academy of Management (Oct. 2011)

Reviewer, Midwest Academy of Management (Oct. 2011)

SELECTED PROFESSION DEVELOPMENT

Attendee, Education Doctoral Program Conference (Nov. 2019)

Attendee, TedXFargo Conference (Jul. 2019)

Attendee, Beta Gamma Sigma Officer Training (Jan., 2019)

Attendee, Education Doctoral Program Conference (Oct. 2018)

Attendee, TedXFargo Conference (Aug. 2018)

Attendee, Women in Higher Education Network Conference (Oct. 2017)

Attendee, Education Doctoral Program Conference (Oct. 2017)

Attendee, Education Doctoral Program Conference (Sept. 2016)

Attendee, TedXFargo Conference (Aug. 2016)

Attendee, TedXFargo Conference (Aug. 2015)

Attendee, Women in Higher Education Network Conference (Oct. 2016)

Attendee, NACADA National Conference (Oct. 2014)

Attendee, Education Doctoral Program Conference (Sept. 2014)

Attendee, TedXFargo Conference (Aug. 2014)

Attendee, Education Doctoral Program Conference (Sept. 2013)

Attendee, NACADA Region 6 Conference (May 2012)
Attendee, Beta Gamma Sigma Officer Training (Sept., 2010)
Attendee, NACADA Region 6 Conference (May 2009)

COMMUNITY SERVICE

Committee Member, Dilworth, Glyndon, Felton Community Advisory Council (2012 – present)

AWARDS AND HONORS

College of Business Award for Outstanding External Engagement. (2019). North Dakota State University: Fargo, ND

Outstanding Professional Advisor Award. (2017). North Dakota State University: Fargo, ND

Apple Polisher Award. (2017). North Dakota State University: Fargo, ND