

KIM KREUTZER
Curriculum Vitae

Office of International Education
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PROFESSIONAL EXPERIENCE IN INTERNATIONAL EDUCATION

Office of International Education (OIE) – University of Colorado Boulder **2007-present**
Associate Director of International Education

- Manage CU-Boulder’s international students exchange partnerships and, in collaboration with on-campus partners, develop new exchanges, negotiate and monitor written agreements, and keep exchanges in balance
- Collaborate with campus units regarding various kinds of international partnerships (faculty opportunities, dual degrees, symposia, memoranda of agreement)
- Conduct outreach to campus units, including meeting with members of the campus community to discuss goals for program development and discuss individual unit plans for international programs
- Manage a system for encouraging new international initiatives with and for other Boulder campus units and work with faculty and staff to implement new ideas
- Serve as one of the campus Fulbright advisors for U.S. student Fulbright applicants
- Manage the process of implementing the OIE Strategic Plan; manage the committee process within OIE and the work plan for the strategic plan
- Coordinate grant writing to support OIE initiatives and administer grants received

Study Abroad Programs - Office of International Education

University of Colorado Boulder

1988-2007

Associate Director of Study Abroad Programs (March 2001 to Feb 2007)

Study Abroad Program Administrator (April 1993 to March 2001)

Study Abroad Advisor (August 1988 to April 1993)

Areas of responsibility included:

- **Program management.** Managed over 60 CU-Boulder study abroad programs: developed advising and promotional materials for each program; advised, screened, and selected students; developed and conducted comprehensive pre-departure orientation programs; maintained relationships with program partners and hosts; set program fees; advocated on campus for program support
- **Leadership of program management staff.** Led the program management staff by developing and monitoring policies and processes; provided training as necessary; identified new initiatives that would make processes work better; prepared agenda and facilitated weekly meeting for 8 staff involved in program management
- **Budgeting.** Created program budgets for each of the 160 study abroad programs offered by our office; monitored overall fiscal performance of each program and made adjustments in future budgets as necessary.
- **Strategic planning.** Assisted the Director of the Office of International Education with the implementation of the office’s strategic plan; coordinated the work of the office’s various strategic plan committees; worked on the development of specific projects (for example, faculty international

development grants, web-based faculty/staff international expertise database, international education awards); chaired committee on OIE outreach

- **Data oversight.** Served as the lead person in the office for research on our study abroad students; analyzed relevant data, prepared reports, and monitored data policies and the use of data
- **Support for Director of Study Abroad Programs.** Collaborated with the director on general office management and on specific projects, such as developing and presenting agenda items for the Study Abroad Committee (our faculty-led oversight committee) meetings and negotiating contracts with our partners; filled in for the director when she was not available
- **Staff supervision.** Hired, trained, and supervised two study abroad program assistants
- **Management of intern/peer advisor program (1989-1995).** Created the first student intern position and hired and trained the first intern in 1989; converted the program from an internship program to a peer advisor program in 1993; hired, trained, and supervised interns or peer advisors each year
- **Database.** Developed and maintained a comprehensive database for the study abroad unit; trained the staff in the use of the database and maintained written policies and procedures

ICYE Exchange Program – Colorado-Wyoming Region

1983-1989

Regional Coordinator – volunteer position (April 1987 to August 1989)

Team Member – volunteer position (October 1983 to April 1987)

(There were no paid staff in the region.)

Regional Coordinator: Served as lead volunteer in the region responsible for overseeing regional program operations; supervised all volunteers; provided full services and support for US exchangees going abroad (3-5 full year students annually), foreign exchangees coming to the US (18-23 full year students annually), and US host families; coordinated both with high school and young adult voluntary service exchanges; served as a member of the national committee of ICYE

Outgoing Student Coordinator and Team Member: Recruited, interviewed, and oriented US students; served as instructor at language camp for incoming exchangees; interviewed host families; conducted orientation for host families; conducted reentry workshops for returning international exchangees

EDUCATION

Master of Arts in Anthropology (emphasis in Cultural Resource Management/Applied Archaeology)
University of Arizona, Tucson; December 1980

Bachelor of Arts in Anthropology and Oriental Studies with Highest Distinction and Honors
University of Arizona, Tucson; May 1978

Colorado Type A Teaching Certificate (Social Studies – Secondary; 1985)
Coursework completed at the University of Colorado Boulder

High School Exchange Student to Kobe College, Japan (1972-73)

INTERNATIONAL EDUCATION MEMBERSHIPS & LEADERSHIP ACTIVITIES

The Forum on Education Abroad (member since 2005)

- Member of the Forum Trained Facilitator Team (FTFT), 2010 to present
- Member of Conference Committee of the Forum's Annual Conference, "Moving Beyond *It Was Great*: Student Learning and Development in Education Abroad", Chicago 2013
- Chair of the Forum's Annual Conference, "*Tracing the Experience: From Inquiry to Integration*", Denver 2012
- Chair of the Forum's Data Committee, 2007 to 2012
- Elected member of the Forum Council (formerly known as the Advisory Council), 2005-2011
- QUIP (Quality Improvement Program) Peer Reviewer, 2007 to present
- Project Manager for the Forum's State of the Field Survey, 2005-present
- Member of the Forum's *Education Abroad Glossary Task Force*; 2005-present
- Project Manager for the Forum's Pathways Survey, 2008-2009
- Member of the Ethics Working Group, 2007
- Project Manager for the Forum's Program Management Survey, 2007
- Member of Forum Council Nominating Committee, 2006 and 2010

NAFSA: Association of International Educators (active since 1988)

- Member of the Management Development Program Training Team, 2013-2015
- Member of Professional Education Pathways Task Force, 2010-2011
- Curriculum Development Lead for the Professional Practice Workshop on 'Health and Safety in Education Abroad,' 2008-2009
- Graduate of NAFSA's Management Development Program, May 2006
- Member Services Coordinator and National Team Member for NAFSA's Education Abroad Knowledge Community, January-December 2005
- Co-Chair of the Education Abroad Knowledge Committee Working Group of NAFSA's Strengthening Task Force, July-October 2004
- Member of NAFSA's national Trainer Corps, 2004-2010
- Chair of the SECUSSA Data Collection Committee, 2003-2005; Member of the committee, 1999-2008
- Co-chair for Special Events on the Local Arrangements Committee for the 1999 NAFSA National Conference (Denver), 1998-1999
- MicroSIG representative on the NAFSA Region II team, 1994-1997
- Registration Coordinator and Member of the Local Arrangements Committee for the NAFSA Region II Conference (Boulder), 1991
- Participant in NAFSA's *Asia Seminar: An Orientation for Study Abroad Advisers*, November 1990

Colorado Consortium on International Education (CCIE)

- Co-chair of the CCIE's Study Abroad Group. 2002-2003

Arcadia University's Center for Education Abroad

- National Advisory Board Member, 2005-2008

Other Affiliations and Activities

- Outside reviewer of the Center for International Programs at Kalamazoo College, Michigan, 2012
- Reviewer for *Frontiers: An Interdisciplinary Journal of Study Abroad*, 2009
- Member of the *Interassociational Advisory Committee on Safety and Responsibility in Study Abroad*, 2006 to present
- Trainer at the Rocky Mountain Association of Colleges and Employers Conference; session on *Ecotonos: A Cultural Simulation Exercise in Problem Solving*. 1996
- National Leader of the U.S. delegation to the Ship for World Youth, an intercultural program sponsored by the Prime Minister's Office of the Government of Japan. January-March 1993
- Lead US delegate to one-month international youth conference in South Korea, 1973

GRANTS AND AWARDS

- Education Abroad Leadership Award, NAFSA: Association of International Educators, 2014
- Fulbright International Education Administrator Grant for Japan, 2010
- Co-Principal Investigator for three grants received from the Institute of International Education for a *Fulbright Gateway Orientation*; designed for international Fulbright students at the beginning of their sojourns in the U.S.; hosted at the University of Colorado Boulder campus. 2009, 2010, and 2011
- Outstanding Volunteer, Safehouse Progressive Alliance for Nonviolence, 1997
- Elected to East Islip High School Hall of Fame, 1994
- Recipient of "Lawrence E. Senesh Award of Merit for Outstanding Accomplishments in Student Teaching" presented by The Colorado Council on the Social Studies, 1985

PUBLICATIONS

- *Education Abroad Glossary*. Co-author with Chip Peterson, Lilli Engle, Lance Kenney, William Nolting, and Anthony Odgen. The Forum on Education Abroad, 2009.
- *The Forum Pathways to the Profession Survey 2008 - Report and Results*. Co-author with Sarah Spencer and David Shallenberger. The Forum on Education Abroad, 2008.
- *"Defining Terms for Use in Designing Outcomes Assessment Projects"* with Chip Peterson, Lilli Engle, Lance Kenney, William Nolting, and Anthony Odgen in: *A Guide to Outcomes Assessment in Education Abroad* edited by Mell C. Bolen. The Forum on Education Abroad, 2007.
- *NAFSA's Guide to Education Abroad for Advisers and Administrators*. Contributor, *Third Edition*, NAFSA: Association of International Educators, 2005.
- *Strategies for Maximizing Education Abroad Resources*. Contributor, NAFSA: Association of International Educators, 2004.
- Archeological publications list available upon request

PRESENTATIONS

- *Management Development Program*. Trainer for 2 ½ day program at the NAFSA National Conference; San Diego, California, May 2014
- *Standards of Good Practice Workshop: Focus on Standard 6 (Policies and Procedures) and Standard 7 (Organizational and Program Resources)*. Workshop presenter at the Forum on Education Abroad National Conference; San Diego, California; April 2014
- *Standards of Good Practice Workshop: Focus on Standard 1 (Mission), Standard 9 (Ethics) and the Code of Ethics*. Workshop presenter at the Forum on Education Abroad National Conference; San Diego, California; April 2014
- *Institutional Student Exchange: A Fresh Look at an Old Concept*. Presenter at the Forum on Education Abroad National Conference; San Diego, California; April 2014
- *Management Development Program*. Trainer for 2 ½ day program at the NAFSA National Conference; St. Louis, Missouri, May 2013
- *Ethics in the Workplace: Human Resource Considerations*. Presenter at the Forum on Education Abroad's Standards of Good Practice Institute: *Ethics and Integrity in Education Abroad*, Chicago, Illinois, April 2013
- *Better Safe Than Sorry: Collaborating with Students for Their Health and Safety*. Presenter at the British Universities Transatlantic Exchange Association (BUTEX) Conference, Cardiff, Wales, July 2012
- *Trends in Study Abroad*. Presenter at the Australian Trade Commission's Market Briefing, *New Frontiers and Opportunities in North America*, Houston, Texas, May 2012
- *What is the State of the Field?* Presenter at the Forum on Education Abroad National Conference; Denver, Colorado, March 2012

- **Workshop: *An Introduction to the Forum's Standards of Good Practice for Education Abroad.*** Workshop presenter at the Forum on Education Abroad National Conference; Denver, Colorado, March 2012
- **Fulbright Experiences: *Germany, India, Japan, and South Korea: International Education Administrator Seminars.*** Presenter at the NAFSA Region II Conference; Fort Collins, Colorado, October 2011
- **Workshop: *Standards of Good Practice in Education Abroad.*** Delivered workshop on behalf of the Forum on Education Abroad at USIEF (United States - India Educational Foundation); New Delhi, India, September 2011
- **Workshop: *Assessing Short-Term and/or Faculty-Led Programs.*** Workshop presenter at The Forum on Education Abroad National Conference; Boston, Massachusetts, April 2011
- ***Do We Need to Change the Way We Talk? Implications of the Forum Glossary.*** Presenter at The Forum on Education Abroad National Conference; Boston, Massachusetts, April 2011
- ***Make an Impact - Help Define Our Field.*** Presenter at the Colorado/Wyoming International Educators Meeting; Denver, Colorado, April 2010
- ***Short-term Programming: A Report on the 2009 State of the Field Survey.*** Leader and presenter at The Forum on Education Abroad National Conference; Charlotte, North Carolina, March 2010
- ***Internationalizing the Campus: Strategies and Resources - Special Focus on Engineering.*** Presenter at the Institute of International Education's Annual Best Practices Conference; New York City, March 2010
- **Workshop: *Building Partnerships between US and Indian Higher Education Institutions.*** For USIEF (United States - India Educational Foundation); New Delhi, India, February 2009
- **Study Abroad Programme: *Harnessing Opportunities for Indian Educational Institutions.*** EDGE 2009 (Emerging Directions in Global Education Conference); New Delhi, India, February 2009
- ***The Forum's Education Abroad Glossary.*** Presenter at The Forum on Education Abroad National Conference; Portland, Oregon, February 2009
- ***Expanding U.S. Institutional Sending Capacity for Study Abroad.*** Presenter at The Forum on Education Abroad National Conference; Portland, Oregon, February 2009
- ***Professionalizing Our Field: A Report on the Forum Data Committee's Pathways to the Profession Project.*** Presenter at The Forum on Education Abroad National Conference; Portland, Oregon, February 2009
- **Workshop: *Health and Safety in Education Abroad.*** Lead Trainer and Curriculum Leader for new NAFSA workshop presented in Washington, DC. October 2008.
- ***Collecting Data on 1 Million U.S. Students Abroad: Issues and Challenges.*** Presenter at the NAFSA National Conference; Washington, DC, May 2008
- ***Professionalizing the Field: Salaries, Workload and Other Job-Related Topics That We Don't Discuss.*** Presenter at The Forum on Education Abroad National Conference; Boston, Massachusetts, April 2008
- ***Data: Beyond Collection.*** Session Chair and facilitator at The Forum on Education Abroad National Conference; Austin, Texas, March 2007
- ***The Forum State of the Field Survey.*** Session Chair at The Forum on Education Abroad National Conference; Austin, Texas, March 2007
- ***Avoiding Scandal: Ethical Relationships Between Study Abroad Providers and Universities.*** Presenter at the NAFSA Region II Conference; Prescott, Arizona, November 2007
- **Workshop: *Safety and Responsibility in Education Abroad.*** Presenter at the NAFSA Region II Conference; Prescott, Arizona, November 2007
- ***Building an Education Abroad Glossary.*** Presenter and facilitator at The Forum on Education Abroad National Conference; Miami, Florida, November 2005
- ***Helping Students Use Language Skills for Deeper Cultural Immersion.*** Session Chair at the Council on International Educational Exchange (CIEE) Annual Conference in Budapest, Hungary, November 2003
- ***SECUSSA Committees at Work for You.*** Presenter at SECUSSA Poster Fair, NAFSA National Conferences; San Antonio, Texas; 2002 and Salt Lake City, Utah, May 2003
- ***Study Abroad Alumni: Channeling Their Enthusiasm to Promote Study Abroad.*** Presenter at NAFSA National Conference; Philadelphia, Pennsylvania, May 2001

- **Universities and Study Abroad Program Providers: A Match Made in Heaven or...?** Presenter at NAFSA Region II Conference; Santa Fe, New Mexico, November 2000
- **SECUSSA: Data Collection – An Essential Tool in Study Abroad.** Presenter at NAFSA Region II Conference; Provo, Utah, October 1999.
- **Workshop: Data Collection in International Education.** Workshop Chair, developer, and presenter at NAFSA Region II Conference; Bozeman, Montana, November 1995
- **What is Gopher? (a MicroSIG session).** Presenter at NAFSA Region II Conference; Bozeman, Montana, November 1995
- **Best of Region II: Exchanges with East Central Europe and Russia; Reaching Out for Friendship.** Presenter at NAFSA National Conference; Miami, Florida, May 1994
- **Study Abroad Advising: A Balancing Act? and Exchanges with East Central Europe and Russia; Reaching Out for Friendship.** Presenter at NAFSA Region II Conference; Scottsdale, Arizona, November 1993
- **NAFSA Asia Seminar: A Report from the Region II Participants.** Presenter at NAFSA Region II Conference; Boulder, Colorado, November 1991
- **Automated Office Systems for Study Abroad Units.** Presenter at NAFSA National Conference; Boston, Massachusetts, May 1991
- **Workshop: The Basics of Study Abroad Advising and Administration.** Presenter at NAFSA Workshop; Boulder, Colorado, 1990
- **Study in Japan: Barriers to and Possibilities for Integration.** Presenter at NAFSA Region II Conference; Denver, Colorado, November 1989

SERVICE TO THE UNIVERSITY OF COLORADO

- **Center for Asian Studies;** Ex-officio member of the Executive Board; 2002-present
- **Campus IT Strategic Plan,** Committee member for the ISIS Integration section; 2010
- **OIE representative to MOSES advisory group on new student information system implementation;** 2008-2010
- **Flagship 2030 Task Force on Faculty;** February-August 2008
- **University of Colorado Leadership Forum;** participant and graduate, 2001
- **Odyssey Project;** committee member – student development and intellectual competence committee; Spring 2000
- **Fallfest program;** Mentor and seminar leader for first year students; 1994-1996
- **University of Colorado Fellows Program;** participant and graduate; Fellows Group Project: *Total Quality Management* prepared for Vice Chancellor Stuart Takeuchi; 1991-1992
- **Racial Conflict Conciliation Team;** training completed in spring 1990
- **Cross-Cultural Mediation Project;** volunteer mediator, 1989-1990
- **Student Affairs Employee Development Committee;** member 1989-1990

FOREIGN LANGUAGE PROFICIENCY

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|---------------------------|--------------------------------|
| ▪ Japanese - intermediate | ▪ Spanish - beginning |
| ▪ German - intermediate | ▪ Mandarin Chinese - beginning |
| ▪ French - intermediate | |

COMMUNITY SERVICE

- Little Free Library Steward, 2013 to present
- Precinct Volunteer, Boulder County (*Political Party*), 2006 to present
- Volunteer, University of Colorado Museum of Natural History, 2009 to 2011
- Volunteer in the Tacana community of San Miguel del Bala in the Amazon Basin of Bolivia, July 2008

- Treasurer and Executive Board Member, Front Range Organization of Women's Ice Hockey Tournaments, a 501(c)4 non-profit organization, 2003-2006
- Judge for Denver University's World Affairs Challenge, a competition for middle and high school students, March 2001
- Volunteer, Safehouse Progressive Alliance for Non-Violence (formerly Boulder County Safehouse), 1995-1998

EMPLOYMENT HISTORY

1988 to present **International Education Professional.** University of Colorado Boulder, Office of International Education

1987 to 1988 **Files/Retention Supervisor.** University of Colorado Boulder, Office of Academic Records

1986 to 1987 **Substitute Teacher.** Adams County District 50 and Boulder Valley Public Schools

1984 to 1986 **Seasonal Park Ranger.** Mesa Verde National Park, Division of Interpretation

1984 to 1985 **Archeological Laboratory Manager.** University of Colorado Museum, Boulder, Colorado

1981 to 1983 **Staff Archeologist.** Nickens and Associates, Montrose, Colorado

1981 **Archeologist.** Pioneer Archeological Consultants, Lyons, Colorado

1980-1981 **Graduate student archeologist.** U.S. National Park Service, Western Archeological Center, Tucson, Arizona

Summer 1980 **Archeologist.** Nickens and Associates, Montrose, Colorado

1979-1980 **Intern archeologist.** U.S. Interagency Archeological Services, Denver Federal Center, Colorado