

Emily Kemp
Department of Social Work
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EDUCATION

Azusa Pacific University, Azusa, CA 2019
Master of Social Work | Community Leadership and Program Administration
Honors – Member Phi Alpha Honor Society, Cohort Outstanding Student

Azusa Pacific University, Azusa, CA 2014
Bachelor of Arts | Christian Ministries
Honors – Dean’s List, *Summa Cum Laude*, Honors Program

ACADEMIC APPOINTMENTS

Azusa Pacific University, Azusa, CA 2021-present
Director of Admissions and Student Services, Assistant Professor, Department of Social Work

PROFESSIONAL POST-BACCALAUREATE AND POST-MASTERS EXPERIENCE

Elizabeth House, Pasadena, CA 2019-2021
Program Manager

- Program Development: conducting assessments of client needs; re-structuring program processes; creating and managing educational program curriculum; developing and managing scholarship process; training staff and board members in diversity, equity and inclusion; and creating and implementing a new program modality for mothers.
- Quality Assurance and Outreach: assessing key areas for program and client outcome evaluation; refining tools and practices for measuring program impact; networking with community partners; overseeing quality program delivery; and building capacity for program expansion.
- Conducted community needs assessment with 30 local partner agencies to evaluate existing services and discern gaps in service for pregnant and parenting women with children ages 0-5.
- Case management: conducting intake assessments and case management assessments; carrying varying client caseloads; and developed/administering education and vocation assessment.

Asian American Christian Counseling Service – Alhambra, CA 2018 –2019
MSW Intern

- Fund Development: coordinated peer-to-peer fundraiser in partnership with the LA Firecracker organization; created story-based and metric-filled content for year-end

appeal letter; oversaw updates to donor database for future donor growth; and assembled a community grant.

- Program Development: conducted a needs assessment with religious leaders for future community partnership, grant funding and program expansion; evaluated and developed policy on technology; created a digital marketing plan; researched community areas for service expansion; and assisted overall program evaluation.

Pasadena Unified School District – Pasadena, CA

2017 –2018

MSW Intern

- Conducted clinical assessments and developed treatment plans while utilizing evidence-based interventions and providing community resources.
- Collaborated with school staff/parents to ensure social-emotional needs of at-risk students were met through case-management, classroom education and referrals.
- Developed and facilitated a specialized psychoeducational group for middle school girls on self-esteem and body image.

Azusa Pacific University – Azusa, CA

2016-2017

Senior Admissions Counselor, Student Caller Program Supervisor

- Provided peer-mentorship, training, hiring and Salesforce CRM reporting to the admissions counseling team. Co-redesigned and developed the on-boarding process for all new employees, including conducting interviews.
- Interviewed, trained, and supervised 13 student employees in telecommunication and events, including implementation of new trainings and data collection.

Azusa Pacific University – Azusa, CA

2014-2017

Undergraduate Admissions Counselor

- Recruited students through presentations, college fairs, appointments, tours, phone contacts and written correspondence.
- Managed over 1,200 applicants yearly, maintaining regular contact and assisting with application completion, application review, financial aid offers, enrollment, and academic advising and registration.
- Interfaced with various offices & departments to facilitate information on student files & decisions.
- Partnered in on-and-off campus admissions events involving student recruitment and class registration.

COMMUNITY SERVICE

Youth ministry small group facilitator at Fellowship Church

2015- present

CERTIFICATIONS

NSWM Human Services Management Certificate

2019