Meet the Nicholas School of the Environment’s Enrollment Services, Admissions and Recruitment Team Office of Student Services

We are Here for You!
Melissa A. Kotačka  
Assistant Director of Admissions

Responsibilities: Melissa recruits prospective students for the professional master’s programs at the Nicholas School, and serves as a member of our Admissions team to evaluate and recommend candidates for admission. She travels to graduate fairs, college campuses, and professional conferences to meet bright, talented, and ambitious individuals whom we hope will find their next intellectual home here at NSOE.

Bio: Melissa joined the Student Services team in July 2019, and brings over a decade of admissions experience to the NSOE. She served as a one-woman college office at a Carolina Friends School; spent seven years with the Office of Undergraduate Admissions at the University of North Carolina at Chapel Hill; and previously worked with the Visiting International Faculty Program. She maintains a fiercely student-centered approach to her work, and has presented at state, regional, and national conferences on best practices of admissions and college counseling.

She is a Nationally Certified Counselor and Certified Thanatologist who holds a M.A. in Career Counseling and Placement with an additional concentration in grief and bereavement from North Carolina Central University. She also holds a B.A. in Russian and Interdepartmental Studies from the University of Iowa and a M.A. in Slavic Languages and Literature from the University of North Carolina at Chapel Hill. When not helping students explore and discern the next steps of their educational and professional journey, she’s most likely catering to the whims of her rescue dog, volunteering with Duke Hospice, or curled up with her nose in a book.
Julie Moushon
Assistant Director, Admissions and Recruitment

Responsibilities: Julie meets and recruits prospective students for the professional master’s programs at NSOE. Creates the communications and marketing plan with the purpose of promoting NSOE’s visibility and general recruitment efforts; and assists in Admissions processes, evaluating candidates and making recommendations for admissions. Also responsible for spearheading the Admitted Students Visitation Weekend for admitted students.

Bio: Julie started with the Nicholas School in early 2016 but previously worked at Duke Law and with the Undergraduate Admissions team.

Prior to the world of academia, she worked in minor league baseball before spending 15 years planning corporate and community marketing events for a regional bank. A native Texan, she lived in Illinois and New York before moving to North Carolina. She and her husband Dan have three sons, Blake, Chad and Kellen.

Season ticket holder to DPAC Broadway series, Burlington Royals baseball, Duke football and Jordan High School soccer.
The Student Services team looks forward to meeting you in the fall and interacting with you throughout the next two years and after you graduate.

WELCOME to the Nicholas School of the Environment, Duke University and Durham, NC!

Contact us at https://nicholas.duke.edu/people/staff