Jonathan Frump

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Professional Summary

I am looking for an innovative, enthusiastic, growing organization where I can apply my varied skill-set to further advance the goals and mission of an organization. I bring over 15 years of advancement and achievement in a combination of Academic Coordination and Social Services positions. My work has helped me to achieve a valuable balance of technological mastery, enthusiasm for compliance/reporting, a love of training and learning, and administrative acumen and thought leadership.

Skills

* Administrative Leadership
* Project Coordination
* Curriculum/Information Evaluation
* Cross-department Collaboration
* Task Prioritization/Timely Execution
* Complex Problem Solving
* Evaluation and Resolution of Conflict
* Student Information System Mastery
* Administration of Online Learning Systems (OLS)
* Data Organization/Presentation
* Statistical Computation/Evaluation/Presentation
* Complex Scheduling and Data Tracking

Experience

Program Advisor - Contract *March 2015 - current*
Mesa Community College *Mesa, AZ*

* Assist students with completion of AZCIS to determine potential degree programs and career paths
* Assist students with academic advising to ensure accurate and efficient communication of program information
* Collaborate on reorganization to ensure that department functions effectively integrate with overall campus operations
* Address department performance outcomes to achieve desired school standards and align with accreditation expectations

Senior Academic Affairs Coordinator *July 2014 - February 2015*
University of Advancing Technology *Tempe, AZ*

* Coordinated and administered complex academic process execution, focusing on accuracy and regulatory compliance
* Represented department in regulatory committees and meetings regarding academic progress, curriculum management and strategy
* Performed custom course scheduling across all degree programs, focusing on quality student experience and an efficient business model
* Utilized student information system and online learning system extensively, providedsupport services for faculty and other departments
* Supported faculty and management in accurate and timely execution of administrative duties
* Advised on curriculum development and deployment to ensure efficient use of department funds and maximization of ROI
* Coordinated school participation in National Survey of Student Engagement (NSSE) - preparation and deployment

Course Developer *August 2014 - September 2014*
University of Advancing Technology *Tempe, AZ*

* Built asynchronous delivery course for use in online format program - ensuring learning objectives aligned with curricular objectives
* Focused on coherent, organized delivery of information, enriched with a variety of supplement learning assets, including multimedia resources
* Addressed specific concerns with existing course format and content to increase overall student completion and satisfaction

Academic Affairs Coordinator *April 2006 - July 2014*
University of Advancing Technology *Tempe, AZ*

* Process high-volume, specialized registration requests; processed customized registrations for online program
* Designed online scheuling process; identified and entered course substitutions and generated catalog legacy documents
* Extensive system and process troubleshooting, member of multiple collaborative committees focused on process improvement
* Process accreditation and licensure paperwork, report generation and statistical analysis for official document submissions
* Coordinated multi-department communications for multiple school-wide initiatives including licensure and accreditation

Academic Counselor *August 2005 - April 2006*
Axia College of Western International University/University of Phoenix *Phoenix, AZ*

* Advised students on school policy, program structure, course progression, and individual assignment support on a weekly basis
* Collaborated with multiple team members to ensure efficient, quality student success throughout entire degree program
* Organized and maintained weekly contact with 250+ students via phone, email, and postal mail
* Utilized multiple software programs to communicate with students, track student activity and evaluate student transfer credits

Independent Living Counselor *June 2002 - June 2005*
Youth Homes of Mid America *Des Moines, IA*

* Supervised program members daily, focusing on life skills education, and coordination and facilitation of support services
* Coordinated with community services, education services (school, GED), involving daily logs and monthly reporting

* Focused interactions with program members on forming effective, adult relationships to prepare for transition to independence
* Advocated for program members in treatment review processes in both child welfare and juvenile detention cases

Family-Centered Services Counselor — *January 2001 - June 2002*
Lutheran Services in Iowa — *Ames, IA*

* Provided assessment and weekly treatment of court referred cases within client's home and school
* Maintained extensive treatment logs, quarterly reports, and billing records for submission to state funding sources
* Collaborated with other therapists on complicated or multi-faceted referrals to ensure families received maximum support
* Utilized extensive coordination and time management skills to provide family treatment across multiple counties each week

Residential Youth Care Worker and Shift Supervisor — *September 1999 - January 2001*
Youth Homes of Mid America — *Des Moines, IA*

* Supervised multiple clients in a residential setting, focusing on relationship building and behavior modification
* Maintained treatment logs, medical logs, monthly reports and report submissions for court review and use
* Assumed leadership roles when acting managers were not present on campus, specifically during evening and weekend shifts
* Administered medications to residents as a certified medication manager, keeping daily logs of medication doses and proper administration

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Education

Master of Arts, Sociology — 2008-2013
Arizona State University — *Tempe, AZ*

Bachelor of Arts, Psychology — 1995-1999
Dordt College — *Sioux Center, IA*

Community Involvement

Mulligan's Manor - Volunteer — October 2014 - current
New America School - Volunteer Board Member — March 2014 - current