

WAYNE STATE UNIVERSITY  
Professional Record  
Academic Staff

NAME: Jill M. de Jesus

DATE PREPARED: April 15, 2016

DATE REVISED: May 18, 2020

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DEPARTMENT: CLAS Dean's Office

PRESENT CLASSIFICATION: Academic Services Officer III

APPOINTMENT DATE: November 16, 2015

YEAR AWARDED TENURE: Not Tenure Eligible

YEAR AWARDED ESS: Not ESS Eligible

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CITIZEN OF: United States of America

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EDUCATION:

Baccalaureate: BS, Public Administration, Central Michigan University, December 2000

Graduate: MSA, Leadership Concentration, Central Michigan University, December 2004

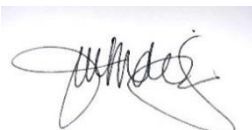
MBA, Leadership Concentration, Walden University, April 2011

Postdoctoral: N/A

Licensure: N/A

Certification: Currently Attending – January 2019 Start - Entrepreneurship and Innovation Certificate Program, Wayne State University, Mike Ilitch School of Business

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Signature: \_\_\_\_\_ 5/18/2020

DESCRIPTION OF PRESENT POSITION RESPONSIBILITIES:

- Develop and implement strategic student recruitment efforts by leveraging WSU College of Liberal Arts and Sciences (CLAS) advisors, CLAS Ambassador Students, and faculty.
- Represent CLAS at recruitment activities including high school visits, national, regional, and local college fairs, community college events, university outreach events, community programs, and on-campus events. Plan, organize, implement, and participate in a wide range of regional recruitment and outreach programs for both freshmen and transfer students.
- Represent CLAS Majors and Minors in such a way as to meet the needs of prospective students, and offer them a unique opportunity at Wayne State.
- Meet with prospective students, parents, and others essential to the recruitment process on and off-campus, and provide admissions and enrollment information.
- Develop customized, strategic campus visit opportunities for individual recruits, groups of students including AVID students, IB and AP students, and school districts.
- Acquire/maintain knowledge and understanding of Wayne State University and the city of Detroit/metro region to educate prospective students, families, staff, and others essential to the recruitment process about the University's strengths, and thereby enable the successful recruitment and enrollment of new undergraduate students.
- Respond to student, family, teacher, and high school counselor telephone, mail, and email inquiries, and connect them with CLAS advisers, faculty, and students as requested.
- Interpret and communicate college and University policies, procedures and regulations to students, guidance counselors, parents, and constituents.
- Partner with undergraduate admissions whenever possible, financial aid, enrollment management, and other WSU schools and colleges to ensure collaborative recruitment efforts, and to encourage a reciprocal relationship to save resources, time, and efforts.
- Serve as liaison and resource for colleges, units, university personnel and/or external clients regarding undergraduate recruitment.
- Represent CLAS at various conferences and informational seminars as assigned; network with outside professional groups and organizations to keep abreast of current trends and practices.
- Prepare materials and conduct professional presentations/trainings with the purpose of developing recruitment volunteers amongst WSU students for direct or indirect involvement in the recruitment process.
- Collaborate with college and central marketing staff to recommend, develop, and create new materials for engaging regional student prospects through digital, print, social, and other media.

Special Projects:

- Facilitated talks between the Utica Community Schools (UCS) Utica Academy for International Studies Assistant Principal and the Honors College about creating internships for all their junior students at WSU. Facilitated a relationship between Utica High School and Dr. Dillaway, who is now on a team of resource professionals for Utica High School's grant application to create a medical high school magnet program.
- Developed and maintained working relationships with other WSU schools and colleges to create a reciprocal school level recruitment environment on campus. Include their printed materials and advisor contacts at any College Fairs attended by CLAS where appropriate, on their behalf.
- Consistent effort to Advocate for CLAS to be included in university enrollment management efforts.

- Developed a grade level High School Action Plan to help students and their families plan for college every year of high school. Presented it in at the Utica Community Schools Academic Blitz event for the last three years, and at other schools as requested.
- Assist with the coordination and implementation of WSU STEM Day for the last three years.
- Management of the CLAS Scholarship Committee for the last three years. Field questions from WSU Financial Aid, prospective and current students and families, process applications, prepare applications for review, follow up with students, and process awards. Work with CLAS Development wherever needed to ensure donors are engaged and respected.
- Coordinate faculty teaching and outreach in the Utica Academy for International Studies – history, anthropology, and math, and currently working with English.
- Developed a relationship with the Utica Center for Mathematics, Science, and Technology (UCMST) by facilitating internships for junior students in CLAS labs, and research areas, and hosted annual school visits with 80 juniors per year to encourage them to attend WSU in lieu of other schools.
- Recruited for CLAS Graduate Programs at Michigan State University, and at Western Michigan University Grad Expos, fall 2018.
- Returning Citizens Committee, T-RUST Committee, to help with recruitment of students – February 2019
- Prospective pre-collegiate summer programming for students of color – April 2019  
Managed the CLAS and Career Services Job and Internship Fair, and Major Match – February 2020

Staffed CLAS Dean's Resource Fair Table at the following events:

- Open House March 2016, October 2016, March 2017, September 2017, March 2018, October 2018, March 2019, October 2019
- Scholars Day and new Honors Showcase – February 2016, February 2017, February 2018, February 2019
- Developed CLAS Resource Fair at Admitted Student Day April 2019
- Transfer Student Open House – May 2016, July 2016, November 2016, July 2017, November 2017, July 2018, November 7 and 8, 2018, July 2019
- Marygrove Transfer Event – August 2017
- Festifall – August 2016, August 2018, August 2019
- High School Counselor Resource Fair WSU – November 2017, March 2019
- High School Counselor Advisory Board CLAS Presentation with Ken Jackson, March 2019
- Schoolcraft CLAS Information Session – March 2018, April, 2018
- Cass Tech Admitted Student Event – April 2018, 2019
- Summer Preview Day – June 2016, July 2016, August 2016, June 2017, July 2017, August 2017, July 2018, August 2018, June 2019, July 2019, August 2019

Presented CLAS programs at the following events:

- Mott Community College, Flint – January 2016
- St. Clair Community College, St. Clair – January 2016
- Utica High School AVID – February 2016
- Romeo Engineering & Technology College Fair – March 2016
- NACAC Grand Rapids College Fair – March 2016, 2017
- Abbott Middle School AVID – March 2016
- Utica Community Schools College Fair – April 2016

- East Detroit Schools College Fair – April 2016
- Grosse Pointe Schools College Fair – April 2016
- Chippewa Valley Schools College Fair – April 2016, April 2017
- NACAC Los Angeles area College Fairs – April 2016, April 2017
- Oakland Community College, Royal Oak – May 2016
- WSU Summer Preview Days – June, July, August 2016
- WSU Transfer Student Open House – May, July, November 2016
- NACAC Cincinnati College Fair – September 2016
- NACAC Indianapolis College Fair – September 2016
- NACAC Minnesota College Fair – October 2016
- Rochester Schools College Fair – October 2016
- NACAC Baltimore College Fair – October 2016
- NACAC Philadelphia College Fair – October 2016
- Anchor Bay Schools College Fair – October 2016
- Ontario Open House – November 2016
- Schoolcraft Transfer Office Hours – January, February, March – 2016
- NACAC Pittsburgh College Fair – February 2016
- NACAC Cleveland College Fair – April 2016
- Macomb Mathematics Science Technology Center Interviews – May 2017
- NACAC Long Island College Fair – October 2017
- NACAC Chicago College Fair – October 2017
- NACAC Indianapolis College Fair – October 2017
- NACAC Cincinnati College Fair – October 2017
- University Prep Academy – October 2017
- Troy Athens High School – October 2017
- Cousino High School – October 2017
- Wayne State Ontario College Fair – St. Clair Community College – October 2017
- Anchor Bay High School College Fair – November 2017
- Utica Community Schools – Academic Blitz – February 2018
- Romeo High School College Fair – March 2018
- NACAC Greater Detroit College Fair – March 2018
- NACAC Rochester New York College Fair – March 2018
- NACAC Ventura California College Fair – April 2018
- NACAC New York City New York College Fair – April 2018
- Utica Community Schools College Fair – April 2018
- NACAC Indianapolis College Fair – September 2018
- NACAC Long Island College Fair – September 2018
- NACAC Chicago College Fair – September 2018
- City of Warren College Fair – September 2018
- NACAC Philadelphia College Fair – October 2018
- Anchor Bay High School College Fair – October 2018
- Bloomfield Hills High School College Fair – October 2018
- Royal Oak High School College Fair – October 2018

- Oak Park High School College Fair – October 2018
- Rochester Adams High School College Fair – October 2018
- Michigan State University Graduate Professional Fair – October 2018
- Western Michigan University Graduate Professional Fair – October 2018
- Ontario Open House – November 2018
- WSU Honors Showcase – February 2019
- U of D Jesuit High School – February 2019
- UAIS Japanese Club Admitted Students – February 2019
- MACRAO College Fair Traverse City High School – March 2019
- DCAN Resource Fair – March 2019
- MACRAO College Fair Waterford Kettering High school – March 2019
- WSU High School Advisory Board – March 2019
- MACRAO College Fair Lake Orion High School – March 2019
- MACRAO College Fair Wayne Westland Schools – March 2019
- Walk Over to Wayne Transfer Student Open House – March 2019
- MACRAO College Fair Romeo High School – March 2019
- WSU Open House – March 2019
- MACRAO College Fair Henry Ford II High School – March 2019
- NACAC New York College Fair – April 2019
- Warrior Days Cass Tech High School – April 2019
- WSU Admitted Student Day – April 2019
- MACRAO College Fair Walled Lake Northern High School – April 2019
- MACRAO College Fair Dakota High School – April 2019
- NACAC West Michigan College Fair – April 2019
- Warrior Days Renaissance High School – April 2019
- MACRAO College Fair Ann Arbor Schools – April 2019
- NACAC Greater Detroit College Fair – April 2019
- MACRAO College Fair Grosse Pointe South High School – April 2019
- Bloomfield Hills High School – Your Student and University – with Ken Jackson – May 2019
- Marshall High School with the First Lady and Admissions – June 2019
- NACAC Long Island College Fair – September 2019
- NACAC Indianapolis College Fair – September 2019
- MACRAO City of Warren College Fair – September 2019
- MACRAO Royal Oak High School College Fair – October 2019
- MACRAO Troy Athens High School College Fair – October 2019
- MACRAO Lapeer High School College Fair – October 2019
- MACRAO Anchor Bay High School College Fair – October 2019
- NACAC Philadelphia College Fair October 2019
- NACAC Atlantic City College Fair October 2019
- Michigan State University Graduate Professional Fair – October 2019
- Western Michigan University Graduate Professional Fair – October 2019

Managed the following High School Recruitment Visits to CLAS:

- Woodhaven High School – May 2016
- Utica Academy for International Studies – September 2016
- Chippewa Valley High School – October 2016
- Berkley High School, Utica AVID – November 2016
- Utica High School – March 2017
- Utica High School AVID – September 2017
- Utica Academy for International Studies High School – September 2017
- Chippewa Valley High School – October 2017
- Grosse Pointe South High School – November 2017
- International Academy High Schools – November 2017
- Adlai Stevenson High School – April 2017
- Divine Child High School – April 2017
- Benjamin Carson High School of Science and Medicine – May 2018
- Utica Center for Mathematics, Science, and Technology – May 2018
- Utica Center for Mathematics, Science, and Technology – September 2018
- Utica Academy for International Studies, Utica High School AVID, and Chippewa Valley High School – October 2018
- Bloomfield Hills High School, Troy Athens High School, Woodhaven High School – March 2019
- Utica Center for Mathematics, Science, and Technology – September 2019
- Chippewa Valley High School and West Bloomfield High School – October 2019
- Troy Athens High School – October 2019
- Cranbrook Girls in Science – February 2019, February 2020
- Virtual Student Panel – Admitted Student Event – April 2020

Created Personalized Campus Visits for Prospective Students from Long Island

March 2017 – Thalia Colon – Facilitated a tour of athletics where Thalia was offered a position on the Girls JV Basketball team. Facilitated connection and meeting with a pre-professional advisor, and a special tour of housing for her parents.

September 2018 – Jaden Alexander – Jaden was interested in Wayne MedDirect, so I helped him make an appointment, and took him to meet Dr. Barapula. He also met with Corinne to discuss psychology as a possible major, and I connected him with Wayne MedDirect students to email. He has been invited to Honors, and was offered the Discover Detroit, and Warrior scholarships so far. He is coming back to campus for Honors Showcase this month.

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WSU EMPLOYMENT HISTORY:

2015 – Present	Academic Services Officer III, CLAS Dean's Office
2012 – 2013	Manager, Cancer Biology Graduate Program, School of Medicine
2010 – 2012	Program Coordinator, Cancer Biology Graduate Program, School of Medicine
2007 – 2010	Conference Specialist, Continuing Medical Education, School of Medicine
2006 – 2007	Program/Project Assistant I, Continuing Medical Education, School of Medicine

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PRIOR EMPLOYMENT OUTSIDE WSU:

2013 – 2015 National Network of Depression Centers, Operations Manager, Ann Arbor, MI  
2005 – 2006 Starbucks, Shift Supervisor, Sterling Heights, MI  
2001 – 2005 Turning Point Shelter, Resident Assistant, Mt. Clemens, MI  
1997 – 1998 Maryland Composition, Executive Assistant, Baltimore, MD  
1994 – 1997 Central Transport, Operations, Warren, MI

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**PROFESSIONAL SOCIETY MEMBERSHIPS:**

National Association for College Admission Counseling (NACAC) 2015 – Present  
American College Personnel Association (ACPA) 2016 – Present

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**HONORS/AWARDS:** N/A

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**SCHOLARLY/PROFESSIONAL ACHIEVEMENTS (last 5 years):**

**Positions Held in Professional Associations:** N/A

**Presentations at Professional Conferences:** N/A

**Participation in Professional Conferences and Seminars:**

ACPA Abstract Reviewer 2017 Conference: "Food Insecurity and Its Effect on the College Student", C. Cady, "Latino Male Mental Health and Implications for Their College Success", M. Vazquez, and "A WiSE Approach: How Service-Learning Impacts First-Year STEM Women", A. Manning-Oulette.  
NACAC Webinar "Assisting Trans & Gender Non-Conforming Students", August 2016.  
NACAC Webinar "Basics for Counselors Working With International Baccalaureate Students", August 2016.  
NACAC Webinar "Engaging Underrepresented Students", September 2016.  
NACAC Webinar "The 2017–18 FAFSA: What School Counselors Need to Know", January 2017.  
NACAC Webinar "Advising Prospective NCAA Student Athletes" – May 2017  
NACAC Annual Conference 2017, Boston, MA, September 2017.  
NACAC Webinar "State of College Admissions" – November 2017  
NACAC Webinar "A National Look at the High School Counseling Office: Can It Do More to Help Students Get to College?" November 2017  
NACAC Webinar "Empowering LGBTQ Students in the Admissions Process", November 2017  
NACAC Webinar – "A National Look at the High School Counseling Office", April 2019  
WSU Social Entrepreneurship Conference – Mike Ilitch School of Business – April 2019

**Presentations to Community and School Leaders**

Presenter – "Get Set for College: A High School Action Plan", Utica Community Schools Academic Blitz, Henry Ford II High School – February 2017

February 2018

February 2019

Presenter – “Prepare for College Applications Every Year of High School”, Chippewa Valley Schools, Chippewa Valley High School

February 2017

March 2018

Anchor Bay High School with Doug Peacock

February 2018

Presenter – CLAS and LawStart with Dr. Kim, Utica Academy for International Studies – March 2018

Utica Academy for International Studies Sounding Board – Monthly during the school year, 2016 -

Present

**Research, Publication, and media Efforts:** N/A

**Professional Consultation:** N/A

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SERVICE TO DEPARTMENT/DIVISION, UNIVERSITY & GENERAL PUBLIC (last 5 years):

**University Committees Chaired:**

CLAS Deans Office Scholarship Committee – November 2016 - Present

**University Committee Membership:**

CLAS Academic Staff Collegial Committee, Secretary July 2016 – Present

CLAS Academic Staff Collegial Committee Salary Organizational Subcommittee Member July 2016 – June 2018

College of Liberal Arts and Sciences College Review Committee – November 2017 – March 2018

CLAS Selective Salary Committee, Member – April 2019 - Present

**Personalized Presentations to Visiting Students in Admissions**

Prospective Transfer Student – January 2019

Prospective NFS Students – February 2019

Prospective Psychology Student – February 2019

Prospective Bio Student – February 2019

Prospective Psychology Student – March 2019

Prospective Sociology Student – June 2019

Prospective History Student – July 2019

Prospective Biophysics Student – August 2019

**Division/Department Committees Chaired:** N/A

**Division/Department Committee Membership:** N/A

**Service to University Departments/Divisions:**



Volunteer – Wayne Cares for Flint, Flint, MI – February 2016  
Volunteer – Wayne State University English Language Institute, Conversation Partner for a student from Saudi Arabia (Nada Saif) – February 2016 – June 2017  
Volunteer – CLAS Resource Table - Celebrate Learning Day – December 2016  
Volunteer – Late Night Breakfast, Towers Cafeteria – December 2016  
Volunteer – Committee Member – AP Day Planning – March, April 2016, March, April 2017, October 2018, April 2019  
Volunteer – AP Day – April 2017  
Volunteer Committee Member – STEM Day Planning – October 2016 – March 2017  
Volunteer – STEM Day – March 2017  
Volunteer – W Pantry Inventory – May 2017  
Volunteer – Committee Member – STEM Day Planning – June 2017 – March 2018, July 2018, August 2018, October 2018  
Volunteer – W Pantry Inventory – August 2017  
Volunteer – W Pantry Food Drive CLAS – October 2017  
Volunteer – WSU Inside Out Ceremony, Detroit Re-Entry Center – December 2017  
Volunteer – Jalen Rose Academy and WSU Public Health – February 2018  
Volunteer – STEM Day – March 2018  
Volunteer – AP Day – April 2018  
Volunteer – Late Night Breakfast, Towers Cafeteria – April 2018  
Volunteer – WSU Graduation, CLAS Ceremony – May 2018  
Volunteer – Organized CLAS W Pantry Volunteer Group – June 2018  
Volunteer – WSU Active Shooter Training Video Extra – July 2018  
Volunteer – WSU Farmers Market – September 2018  
Volunteer – Late Night Breakfast – December 2018  
Volunteer – Study Day Event at the Student Center – December 2018  
Volunteer – STEM Day – Program Committee - 2019  
Volunteer – STEM Day Session Presenter – iGen and Nonverbal Communication – March 2019  
Volunteer – AP Day, April 2019  
Volunteer – Late Night Breakfast – April 2019  
Volunteer – WSU Graduation, All Ceremonies – April 2019  
Volunteer – WSU Graduation, All Ceremonies – December 2019  
Volunteer – Late Night Breakfast – December 2019  
Volunteer – STEM Day Building Coordinator – March 2020