Dennis M. Ross

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Apartment 203

Canton, MI 48188

313 478-3187 E-Mail: cyclone862003@yahoo.com

Curriculum Vitae

PROFILE: Considerable experience and a solid background in personnel /administration for support services and academic affairs. Background and experience in workshops and presentations; supervision of support staff; demonstrated progressive growth and experience in an administrative capacity; experience in both internal and external sales operation; and demonstrated fluency in providing formal and informal informational meetings and experienced in providing both oral and written reports.

OBJECTIVE: To obtain a position that will allow me to utilize my growth and experience in the areas of support services community outreach and academic affairs in developing, designing and implementing programs designed to provide support and development within an organization unit of operations.

EDUCATION

Iowa State University

Bachelor of Science-Family and Consumer Science

Master of Science-Higher Education (personnel/administration)

BUSINESS EXPERIENCE

Wayne State University, Detroit, MI 2015-Present

Academic Services Officer II

Wayne State University, Detroit, MI 2008-2013

Academic Services Officer IV

Laureate Education Incorporated, Baltimore, MD 2004-2008

Educational Consultant/Field Recruiter

Archdiocese of Detroit, Loyola High School, Detroit, MI 2002-2004

Faculty Member and Assistant Director-Loyola Work Experience Program

Siena Heights University, Adrian, MI 1998-2002

Adjunct Faculty/Academic Advisor

Michigan State University, East Lansing, MI 1995-1998

Academic Specialist

Boston College, Chestnut Hills, MA 1991-1995

Academic Advisor

Job Functions and Experiences

Wayne State University

Academic Services Officer II: Maintain roster of all active academic(faculty)personnel class assignments including graduate teaching assistants for the Political Science department; coordinating and preparing information for the selection process pertaining to the Graduate Teaching Assistants, Rumbles, Sarasohn Fellow applicants. Assists the department Chair with course teaching assignments; coordinating the graduate admissions process. Advise graduate students with regards to their academic programs(plans of work) and respond to their inquiries accordingly; administer all graduate comprehensive examinations and scheduling the defense of doctoral students dissertations with the applicable committee; assist with graduate student admission, retention, and recruitment efforts. Assists graduate directors with the administration of the graduate programs. Serve as "point of contact" for human resources Region A in providing part time faculty and graduate students contracts for various academic terms; coordinates and compiles data/information for personnel assignments and provide the information to Human Resources Region A for processing and ensuring appropriate follow-up; maintain appropriate student records/files and assist with updating the Graduate and Undergraduate bulletins. Assists with various program events and projects; and serves in the absence of the Undergraduate Advisor.

Wayne State University

Academic Services Officer IV: Provided academic services, i.e. academic advising, informational meetings, collaboration with university departments and development of support services for both undergraduate and graduate students. Working primarily with the director of the doctoral program in serving graduate students by providing informational meetings, group workshops, presentations and support services; established working website for doctoral students resource reference; providing informational data (reports) to Deans’ office and director of the doctoral program and Assistant Dean of OSA. Working collaboratively with external departments within the university e.g. undergraduate admissions, graduate enrollment services, registration, financial aid, records, the Graduate School and the Honors College; provide liaison communication and up to date reports on changes of university policies and procedures concerning student affairs issues. Work closely in association with the University Advising department; provide reports on recruitment activities and presentations for both undergraduate and graduate degree programs within the college; liaison for university advising council and university advising center in establishing fundamental communication, contact and reports concerning undergraduate admission policies and advising matters for students. Attendance at professional organizations and association conferences for recruitment and presentation for the doctoral programs (PhD and DNP) respectively; departmental committee member for both Doctor of Philosophy and Doctor of Nursing Practice programs; establishing professional development through association with professional nursing organizations (MNRS, GNAP, GAPNA,); working collaboratively and in concert with financial aid office in providing financial aid support and information for graduate (doctoral) students and their respective programs; processing of scholarships and title IV governmental loans for graduate students financial assistance; facilitation of undergraduate and graduate new admits for orientation within the college; provide academic program code changes working with admissions and the office of registrar for both undergraduate and graduate admissions purposes as well as records and maintenance; evaluation and assessment of undergraduate transcripts; facilitate graduate doctoral programs admission cycle, i.e. file completions, follow up contact with prospective graduate students (doctoral) and interviewing.

Laureate Ed., Inc.

Consultant/Field Recruiter: Coordinated efforts in increasing graduate College of Education enrollment through marketing, sales and recruitment; provided power point presentations to staff and school administrators; provided counseling to school districts’ administrators and professional educators; coordinated and supervised efforts in maintaining data for matriculating students, retention and end result analysis of enrollment efforts; advised and counseled both current and prospective students in program planning and admission criteria; provided prospective students and academic administrators on various masters’ and doctoral programs for professional development purposes; and facilitated recruiting efforts throughout the state of Michigan.

Loyola High School

Faculty and Assistant Director: Taught Junior and Seniors in U.S. History and American Government courses respectively; assisted in developing and implementing work experience program for juniors and seniors through corporate sponsorship; provided information to corporate sponsors regarding student workers performance evaluation; provided both students and parents with information from corporate sponsors.

Siena Heights University

Academic Advisor/Adjunct Faculty: Advised non-traditional students in admission policies and academic programs particularly in enrollment management and course registration; evaluated transfer equivalency coursework; maintained student files; secured student files using SIS (student information systems); provided academic profiles and records to students, instructors and administrators; instructed students in business course [International Economics and Trade]; attendance of recruiting fairs i.e. community colleges throughout the greater metropolitan Detroit area; liaison with both undergraduate admissions and financial aid departments; provided academic policies to both staff, faculty and students; evaluated work related experience for academic credit; worked collaboratively with proprietor schools and programs; attendance to professional educational programs and conferences.

Michigan State University

Academic Specialist: Provided assistance with implementing academic support services unit for student-athletes; assisted in providing academic programs to support “at risk” students and underrepresented student population; delivered detailed standards for internal academic tutorial services; provided Provost’s office with data related to various support services programs throughout the university and reporting their effectiveness and disseminating reports for academic affairs unit; provided eligibility certification forms to NCAA clearinghouse and interdepartmental compliance office.

Boston College

Academic Advisor: Developed detailed standards for the delivery of academic counseling and advising programs for undergraduate students (student-athletes); monitored undergraduates coursework per, respective programs including course registration, academic progress and files up keep; assisted with the declaration of majors and cognate programs for students; provided advising and counseling regarding registration issues, i.e. add/drops, withdrawals and transfer equivalency courses; provided assessment of transcripts for transfer credit purposes; supervised Learning Resource Center’s computer laboratory and staff; conducted job interview, hiring and staffing; provided payroll with information regarding student pay and other benefits for the laboratory’s staff members.

AFFILIATIONS:

NCAA

NACADA

NASPA

MICADA

N4A

GRADUATE NURSING ADMISSIONS PROFESSIONAL (GNAP)

MIDWEST NURSING RESEARCH SOCIETY (MNRS)

PROFESSIONAL APPOINTMENTS:

COMMUNICATION COMMITTEE (GNAP)

SPONSORSHIP COMMITTEE (MNRS)

COMMUNICATIONS COMMITTEE (MNRS)

SPONSORSHIP COMMITTEEE (GNAP)

UNIVERSITY ELECTION COMMITTEE (WAYNE STATE UNIVERSITY)

UNIVERSITY ADVISING COMMITTEE (WAYNE STATE UNIVERSITY)

HONORS AND ACHIEVEMENTS:

Reuben J. Miller Award

Bringing Honor and Distinction to the University

Iowa State University

George Washington Carver Community Service Award

Member of the Highland Park Book Club for Elementary and Junior High Schools

Eastman Kodak Honorable Mentioned All America (Football)

First Team AP All Big Twelve Member (Football)

Member of Americas Outstanding Young Professionals Association

UNIVERSITY AND COMMUNITY SERVICES:

Shoes for Tots Program

University Food Drive Program

University Blood Drive

Detroit Jazz Festival Volunteer

Highland Park Readers Member