

Michael J. Mastalski, III

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Education

Doctor of Philosophy, Higher Education Administration, Bowling Green State University, Bowling Green, Ohio. Anticipated graduation, August 2016.

Master of Arts, Student Affairs in Higher Education, Indiana University of Pennsylvania, Indiana, Pennsylvania. May 2013.

Bachelor of Arts, Sociology, Indiana University of Pennsylvania, Indiana, Pennsylvania. December 1995.

Current Higher Education Experience

Academic Advisor, Student & Academic Services—The College of Education and Human Development, Bowling Green State University (BGSU), Bowling Green, Ohio. January 2013—present.

- *Academic Success Strategies*, First Year Seminar Instructor in the College of Education and Human Development.
- Advise over 30 first year Human Development and Family Studies students about academic expectations, degree completion requirements.
- Co-advise identified at-risk first year students facing academic challenges, and persistence and retention concerns.
- Responsible for developing and evaluation of learning objectives, course outline, content, and framework for first year student success courses in the College of Education and Human Development.

Assessment, Evaluation, and Research & Professional Development Coordinator for University

Advising Programs Intern, Office of the Assistant Vice Provost and Academic Advising, Bowling Green State University, Bowling Green, Ohio. August 2014—present.

- Coordinating an institution wide evaluation and assessment process for university academic advising programs related to key stakeholders.
- Researching, identifying, and determining key performance indicators, other enrollment data points, and formulate ongoing collection processes and standardized reporting procedures.
- Researching, developing, evaluating, and determining recommendation and practices for incorporating National Survey of Student Engagement (NSSE) and other BGSU specific non-NSSE benchmarking data.
- Designing, distributing, and administering survey instruments for both students and advisors, including “point of service”, semi-annual/annual, student learning outcomes, and advisor feedback.
- Developing an “annual report” template and compile and report all evaluation results in written and electronic formats in accordance with established timeline

Michael J. Mastalski, III

- Establishing and developing a formal training process and institution wide academic advising professional development plan, including training, orientation, curriculum, and content for new faculty and staff advisors to be administered on an ongoing basis.
- Establishing a timeline and calendar for on-going professional development
- Developing a process by which central professional development funds may be requested for advisor participation in local, regional, and national development opportunities
- Creating an online electronic advisor handbook.

Statistical Analysis Programs

- Minitab, R Studio, SAS, and SPSS

Professional Affiliations

Association for Institutional Research (AIR)

- Member, Graduate Student. 2014—present.

NACADA—The Global Community for Academic Advising

- Member, Graduate Student. 2014—present.

NASPA—Student Affairs Administrators in Higher Education (NASPA)

- Member, Graduate Student. 2011—present.
- NASPA Graduate Associate (GAP). 2012—2013.
- Member, Region II Technology Knowledge Center Committee. 2012—2013.
- Volunteer, NASPA Program Reviewer. 2012—2013.

Ohio Academic Advising Association (OHAAA)

- Member, Graduate Student. 2015—present.

Association of College Personnel Administrators (ACPA)

- Member, Graduate Student. 2011—2014.
- Volunteer, ACPA Program Reviewer. 2012—2014.
- Member, Standing Committee for Lesbian, Gay, Bisexual, and Transgender Awareness
- Member, Commission for Assessment and Evaluation
- Member, Standing Committee on Men and Masculinities

Pennsylvania College Personnel Administrators (PCPA)

- Member, Graduate Student. 2012—2013.

Current Service

- Member Academic Advising Assessment Commission, August 2014—present.
- Member, BGSU Town—Gown Committee, August 2014—present.
- Secretary, College of Education and Human Development Technology Committee. October 2013—present.
- Member, Education Platform Assessment Report Out Committee (AROC), January 2014—present.
- Graduate Student Senator, Bowling Green State University. August 2013—December 2014.
 - Member, President's Climate Commitment Committee. October 2013—August 2014.
 - Member, President's Climate Commitment Committee, Transportation Subcommittee. November 2013—August 2014.
- Executive Board and Member, Higher Education Administration Doctoral Students. August 2013—December 2014.

Michael J. Mastalski, III

- Member, Bowling Green Perspectives (BGP) Committee, March 2014—August 2014.

Previous Higher Education Experience

Graduate Administrative Assistant, The Graduate College, Bowling Green State University, Bowling Green, Ohio. August 2013—December 2013.

- Managed the application process for the Katzner Graduate Student Research and Professional Development Fund.
- Actively recruited prospective undergraduate students for Bowling Green State University during regional and local recruitment events.
- Collected and reported student recruitment data and communicated with program directors and coordinators to close the loop in the recruitment process.

Parent and Family Orientation Co-Coordinator, Orientation and Disability Support Services, Indiana University of Pennsylvania, Indiana, Pennsylvania. June 2013—August 2013.

- Compiled Parent Orientation evaluation responses, completed data analysis, and compiled annual report.
- Co-managed the Parent and Family program payment system using the Marketplace payment program.
- Educated parents and family members about campus resources and services.
- Co-managed orientation email communication systems, responded to inquiries, provided support and guidance to students and parents, and resolved conflicts and challenges.
- Co-managed the use of Banner student data management and iReport attendance systems, tracking enrollment and comments for orientation programs.
- Co-supervised a group of approximately 80 undergraduate volunteer orientation leaders

Graduate Assistant, School of Graduate Studies and Research, Indiana University of Pennsylvania, Indiana, Pennsylvania. July 2011—May 2013.

- Managed application process for Student Affairs in Higher Education, online and on campus Criminology, and Speech Language Pathology programs from inquiry through application completion.
- Authored graduate coordinator, student, and alumni letters for communication and follow-up for prospective student recruitment plan.
- Responsible for communication with all prospective domestic and international graduate student inquiries.
- Completed documentation for graduate student program acceptance, denial, and deferrals.
- Authored virtual program manual for interoffice program information communication; reduced operating costs for manual printing of document by \$3,000.00.
- Maintained and updated online Graduate Catalog.
- Completed special projects; graduation checkout and verifications, benchmarking research, data analysis, and data input and evaluation for the Dean and Assistant Dean of the School of Graduate Studies and Research.

Michael J. Mastalski, III

Graduate Intern, Major & Career Exploration Center, Indiana University of Pennsylvania, Indiana, Pennsylvania. August 2012—January 2012.

- Assisted professor in facilitating freshman career exploration course for 4 sections with 25 students per class.
- Completed one-on-one career and major exploration counseling with Advising and Testing (ADVT) 170 students.
- Researched current career and economic trends to assist students in selection of major.
- Completed assessment and grade assignments per grading rubric.
- Developed online course management components for launch in Spring 2013 sections of ADVT 170.

Graduate Intern for Assessment, Office of Student Affairs and Dean of Students, Chatham University, Pittsburgh, Pennsylvania. May 2012—August 2012.

- Developed the Student Affairs Annual Assessment Plan, completed a recap of 2011-2012 academic year for the Office of Student Affairs and Dean of Students; drafted 2012-2013 division assessment plans for the Department of Athletics, Counseling Services, Health Services, Residence Life, Student Activities, and Student Affairs.
- Revised instrument for First Year Temperature Check survey.
- Authored Athletic Department Student Athlete Exit—Interview Survey.
- Authored Institutional Research Board Proposal for National College Health Assessment survey for academic year 2012-2013.

Refereed Presentations

- Mastalski, M. J., Campbell, J., Levtoy, A. (2014, June). *Assessment Essential: Engaging a New Audience*. The Ohio State University Student Affairs Assessment & Research Conference, Columbus, Ohio. <http://cssl.osu.edu/posts/documents/assessment-essentials-engaging-a-new-audience.pdf>
- Mastalski, M. J., & Shumar, A. L. (2012, October). *Key Ingredients for Enticing Assessment*. PCPA Annual Conference, Carlisle, Pennsylvania.

Invited Presentations

- Mastalski, M. M. (2012, November). *Introduction to Assessment*. NASPA Region II Drive-In Conference, Pittsburgh, Pennsylvania (Conference Cancelled).
- Mastalski, M. M. (2012, August). *Chatham University Assessment in Action*. Chatham University, Pittsburgh, Pennsylvania.
- Mastalski, M. M., & Valentine J. (2012, July). *Assessment in Student Affairs, ACHUO-I/EBI Resident Assessment Plan Results and Taking Action*. Chatham University, Pittsburgh, Pennsylvania.
- Mastalski, M. M. (2012, August). *Introduction to Assessment*. Chatham University Professional Development Series, Pittsburgh, Pennsylvania.

Michael J. Mastalski, III

Previous Professional Experience

Assistant Manager/Store Manager, Bed Bath & Beyond, Altoona, Pennsylvania. February 2005—July 2011.

- Managed and oversaw daily store operations, ordering, merchandise placement, and training for 45 member staff.
- Responsible for all store disciplines—Customer Service, Inventory Control, Front End Operations, and Receiving; maintained operational efficiency, maximized customer service, and drove sales generation.
- Managed store inventory level, including responsibility for ordering merchandise to meet business needs and drive core business metrics.
- Recruited, trained, and developed staff to assist with merchandising, service as bridal consultants, providers of customer service, and team contributors.

Merchandise Manager, Old Navy/Gap Inc., Altoona, Pennsylvania. June 1999—February 2005.

- Oversaw daily and long-term action plans for men and women's merchandise operations—merchandise placement, replenishment, and visual merchandising.
- Managed service, productivity, training, and development of 60 direct staff and 180 total store staff.
- Represented GAP Inc. Brands at Pennsylvania State University recruitment and career activities.

Project Manager, Unified Family Services Systems, Bedford, Pennsylvania. July 1997—August 1999.

- Coordinated 25 organizations and directed all project management functions, initiatives, marketing, and community-wide activities of the “Communities That Care” Delinquency Prevention Program, Family Services Systems Reform Initiative, and multi-unit Family Resource Center Initiatives.
- Secured and managed annual three million dollar budget; completed grant applications and community match development with businesses, schools, and government agencies.
- Managed and prepared annual fiscal, program, assessment, and outcomes based reporting for programs.
- Co-collaborator in the initiation of start-up, fund development, and implementation planning for the Somerset County Big Brothers Big Sisters Chapter.
- Regional Trainer for the “Communities That Care” Delinquency Prevention Program initiatives for the Commonwealth of Pennsylvania.

Communities That Care Mentor, Center for Juvenile Just Training & Research, Shippensburg, Pennsylvania. January 1996—August 1999.

- Provided assistance and training for Pennsylvania communities in the start-up phase on the “Communities That Care” program process.
- Facilitated Key Leader Orientation, Risk & Resource Assessment, Promising Approaches and Outcomes training.
- Mentored community partnerships to define collaborative board membership, financing opportunities, proposed budgets, recruit, train, and secure parent involvement, and design initial media strategies.

Michael J. Mastalski, III

Community Mobilizer, Blair County Human Services, Altoona, Pennsylvania. February 1996—July 1997.

- Researched and implemented multimedia marketing campaigns which promoted and re-enforced positive parenting techniques, pro-social conflict resolution skills for children and adults, and youth violence prevention initiatives; focused on addressing conflict management issues for children, youth, and adults while highlighting available community resources.
- Monitored, documented, and reported program metrics for countywide delinquency prevention initiatives.
- Facilitated rural and urban community partnerships, provided appropriate social and interactive community events to support child, parent, and community bonding.
- Served as liaison to local, state, and national committees and workgroups—*Communities That Care* Technical Training Assistant; *Communities That Care* Regional and National Network Association; Student Assistance Program Coordination Team, Public Relations Committee, and District Council; Health and Welfare Council, Audit Committee; Child and Adolescent Services Systems Program Advisory Committee; WTAJ-TV 10 *Family File* Regional Planning Committee, Chair; National Night Out Against Crime Planning Committee; Families First Community Collaborative, Public Relations Committee—Chairperson, Parent Education Resource Committee—Chairperson; Second Avenue United Methodist Church Youth Outreach Project Board of Directors.

Previous Honors and Awards

- 2013 Indiana University of Pennsylvania, Student Affairs in Higher Education Outstanding Scholar Award.
- 2012 Graduate Merit Scholar.
- 1995 Gamma Sigma Alpha Outstanding Greek Member.
- 1994 Outstanding Greek New-Member; Sigma Phi Epsilon Zollinger National Scholarship Recipient.

Previous Service

- Member, Institutional Research Board Conduct Panel, December 2012—2013.
- Chairperson, Associates for Student Development, Annual Banquet. December 2011—May 2012.
- Advisor, Associates for Student Development, Annual Banquet, December 2012—May 2013.
- Member, Information Technology Student Advisory Committee. September 2012—May 2013.
- Member, Center for Student Life CAS Self Study Committee. November 2012—March 2013.
- Member, Judicial Review Board; Sexual Assault, Harassment, and Violence Trained. September 2011—May 2013.
- Member, Academic Review Board. November 2011—May 2013.
- Member SAFE Zone. October 2011—May 2013.
- Cresson Lake Playhouse Board of Directors. 2011—August 2013.
- Member and presenter, YWCA of Altoona Multicultural Panel. 1995—2000.
- Member, Unity Coalition of Altoona. 1995—2000.
- Member, Altoona Community Theater. 1995—1999.
- Member, Blair County Partnership for a Healthy Community. 1995—1999.
- Treasurer, Indiana University of Pennsylvania Co-Op Board of Directors. 1994—1995.
- Student Ambassador, Indiana University of Pennsylvania. 1993—1995.

Michael J. Mastalski, III

- Member, Sigma Phi Epsilon Fraternity, PA Xi Chapter. Served as Secretary, Recruitment Chairperson, Fundraising Chairperson, Formal Coordinator, Standards Committee, and Brotherhood Development, 1992—1995.