

# MICHAEL AARON NIELSEN

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## EDUCATION:

### La Salle University

*Master of Science, Computer Information Science* (in progress) Coursework in project needs assessment and management, ethics and government regulations, and client- and server-side application development.

*Master of Arts, Clinical Counseling Psychology* (May 2009) Specialties in Industrial/Organizational Psychology and Management and Human Resources with significant additional work in Addictions. Awarded membership in Psi Chi National Honors Society.

### Brigham Young University

*Bachelor of Arts, Spanish* (August 1999) Minor in Psychology

## FULL-TIME WORK EXPERIENCE:

### La Salle University - Philadelphia, PA

*Associate Director of Administrative Services - Division of Student Affairs* (2007-present)

- Represent the mission and interest of the University to prospective students, current students and parents.
- Collaborate with the Division of Student Affairs (DSA) and other University officials in educating, promoting and assessing the University mission and policies and procedures.
- Assist in the recruitment and retention of new freshmen and transfer students via presentations at welcome weekends, summer orientations and opening weekend events.
- Provide education and training on University policies and procedures such as in regards to FERPA, Clery Act, the handling other sensitive data, Copyright regulations, and other privacy protections.
- Assess, train, and help implement the University emergency response plan.
- Investigate housing related policy violations and direct operations of Housing Selection Process and other assignment issues.
- Develop comprehensive marketing strategy for on-campus living.
- Assist all student affairs related marketing campaigns.
- Assess and develop solutions for staffing issues for full-time employees.
- Analyze and propose strategies for growth and use of technologies for DSA and other campus organizations.
- Responsible for the duties of the Information Technologies Coordinator & Information Management Associate positions below.

*Information Technologies Coordinator* (June 2007-November 2008)

- Includes responsibilities for Information Management Associate below.
- Chaired training committee and helped develop and implement major restructuring of the mylasalle portal.

*Information Management Associate* (August 2005-May 2007)

- Developed and maintained key policy and procedural documents, databases, publications and digital materials.
- Recruited, trained and supervised student employees and interns.
- Managed multiple complex projects from initial assessment, recommendation, implementation and evaluation.
- Managed mylasalle channel, DSA portal announcements, and supported DSA technology needs.
- Oversaw installation and training in the use of the Security Desk Receptionist guest registration system.

*Resident Coordinator* (August 2000-August 2005)

- Analyzed, designed and planned activities for retention of residential students.
- Recruited, trained and supervised paraprofessional staff.
- Supervised the area Resident Student Association and related budget.
- Served as judicial officer, mediating roommate conflicts and providing on-call crisis response.
- Coordinated with other DSA units and University departments in enhancing the educational experience of resident students.
- Managed day to day operations and maintenance of a residence hall building.

*Visalia Unified School District - Visalia, CA* (August 1999-June 2000)

- Full-time for Algebra ½, Algebra 1, P.E., Art, Film Technique. District substitute teacher.

*Novations Group, Inc. - Provo, UT* (May 1999-August 1999)

- Administered all aspects of client end employee surveys and workshops.
- Managed all aspects of project data input, manipulation and formatting for customers.

## **Other Related Experience:**

### **La Salle University Course Instructor (2006-2010)**

- *First Year Odyssey*: Educated and provided guidance to first year students regarding the mission and vision of the University, its activities and the educational and service opportunities found in the city of Philadelphia.
- *CSC 151 - Intro Computer Science: Packages*: Instructed undergraduate students on MSOffice 2003 & Office 2007 suites, library systems, operating system management, Blackboard courseware, history and future of technology, and basic web design.

### **La Salle Student Organization Advisor**

- *Organization of Latin American Students* (January 2011-Current)
- *Alpha Chi Rho Fraternity - Academics Advisor* (2005-2007)

### **Valley Forge Medical Center Therapy Assistant (August-December 2008)**

- Provided formal and informal addictions therapy in groups and one on one.
- Co-led the Men's therapy group.
- Assisted with Expressive Arts and Pain Management therapy groups.
- Assisted the Director of Intensive Therapy Program with special projects.

### **Brigham Young University Student Leadership Administrative Team (April 1998-April 1999)**

- Designed training programs for student leaders, program tracking systems, and developed club/organizational websites.
- Coordinated online voting for student government elections.

### **Brigham Young University Student Service Association (1996-1998)**

- *Campus Organizations Vice-president*
- *Member of the Honor Code Advisory Council*
- *Elections Committee Chair*
- *Student Advisory Council Survey Office Director*
- *Utah Intercollegiate Assembly House of Representative Member*

### **Brigham Young University Recreational Management and Youth Leadership 400 (1994-1996) - Teachers Assistant**

## **PROFESSIONAL PRESENTATION INVOLVEMENT:**

**Day ONE Freshmen Orientation (2001-Current)**. Presented training to students and parents during summer freshmen orientation (2x week for 4-5 weeks). Topics included: Campus Orientation and Expectations, Academic Expectations, Diversity, Student Social Interactions, Residential Living, etc.

**Resident Assistant Training (2000-2005)**: Designed and presented small and large group trainings.

Topics included: Time Management, Conflict Management, Crisis Management, Representing Others, Diversity, etc.

**Various Regional and National Conferences (2004-Current)**: Covered various leadership and project management topics.

## **PROFESSIONAL COMMITTEE INVOLVEMENT:**

**Current:** Learning La Salle Committee (Implements and provides recommendations from various national surveys), Student Affairs Committee (Assess and helps decide policy changes), Project on Justice in Society (Social awareness programing and support to other organizations), National Campus Safety Awareness Month Committee (campus wide safety initiatives), Portal Tech (Review and collaboration of campus wide and departmental technology initiatives), Portal Steering (portal governing body).

**Past:** Commencement Year Experience Team, New Student Experience Team, Various Conference Committees, Food Services Committee, Divisional Celebrations Committee.

## **COMPUTER SKILLS:**

**Microsoft Office (all versions through 2010)**: Word, PowerPoint, Excel, Publisher, Access, Outlook.

**Other Products:** All major Adobe products (especially for web and print design), Citrix webinar/meeting software.

**Internet Technologies:** HTML, CSS, PHP, JQuery, JavaScript, ASP, MYSQL/SQL database programming.

**Web 2.0 Technologies:** Content Management Systems and Social Networking tools.

**Operating Systems:** Windows and Mac operating systems, Basic UNIX.

## **PROFESSIONAL REFERENCES:**

Available by request.