

# JACEK JOŃCA-JASIŃSKI, Ph.D.

*email* jacek@jonca.org

*phone* +1 (806) 392-7597

## HIGHLIGHTS

*Kickstarter* Established a 6000 sq. ft. center for graduate development

*Motivator* Grew programming from 4 to 200 events per year

*Builder* Built services from 0 to 32,000 visits per year

## WORK EXPERIENCE

*2018–present* Data Scientist, Noscemus Data

*Data Analysis  
Systems Integration*

Advises clients on an array of decisions including optimization and data-driven organizational change. Facilitates systems integration and advises on best practices in cybersecurity.

*2014–2018* Director, Texas Tech University

Division of Graduate and Postdoctoral Affairs

Managed operations of the Graduate Center. Hired and supervised employees. Developed budgets. Planned, developed, and coordinated student services. Created social, well-being/health promotion, multi-cultural, career, and professional development programming. Worked with institutional and community partners to facilitate student retention and development. Served as a student advocate and provided consultations to students on academic progress, career growth, and interpersonal issues. Triaged with other campus entities to help resolve student issues. Initiated and developed new international agreements. Developed marketing and outreach campaigns.

*Management, Budgets  
Student Services, Marketing  
Programming, Diversity  
Advising & Advocacy  
Postdoctoral Affairs  
International Agreements*

*2003–2018* Graduate Recruiter, Texas Tech University

Office of Graduate and International Admissions

Recruited prospective graduate students nationwide. Provided nationwide outreach and forged partnerships with other institutions. Helped develop recruitment plans. Troubleshot complex admissions issues. Evaluated domestic and international transcripts. Assisted in analysis, reporting, and predictive modeling of graduate admissions data. Designed marketing materials.

*Recruiting, Partnerships  
Data Analysis  
Admissions  
Strategic Planning*

*2012–2014* Director, Texas Tech University

Graduate School & Graduate Center

Established and developed the Graduate Center. Secured seed and recurring funding, gathered input from university stakeholders and incorporated it into the designs. Managed design teams. Budgeted and planned construction of the center. Developed career, academic, and professional development opportunities matching the demands of the market. Promoted center and developed marketing campaigns. Forged partnerships with the university stakeholders, and campus entities.

*Strategic Planning  
Budgets & Management  
Surveys, Partnerships  
Career & Professional  
Development*

*2011–2012* Unit Coordinator, Texas Tech University

Developed programming targeting graduate & international students. Developed the graduate student government. Advised the Division of Student Affairs on issues affecting graduate and international students.

*Programming, Advising  
Engagement, Advocacy*

*Teaching*

*2003–2009* Graduate Part-Time Instructor, Texas Tech University

## EDUCATION

<i>Ph.D.</i>	<i>Summer 2011</i>	Texas Tech University Experimental Psychology: Neuroimaging
<i>M.A.</i>	<i>Summer 2006</i>	Texas Tech University Psychology: Social Psychology – Small Groups and Team Performance
<i>Other</i>	<i>Spring 2001</i>	University of Wrocław, Poland Psychology

## SKILLS, ABILITIES & COMPETENCIES

<i>Strategic Planning</i>	Able to translate a vision into a strategic plan and execute the plan with excellence.
<i>Advocate for Diversity</i>	Firmly committed to all facets of diversity & inclusion. Able to articulate the benefits of diversity.
<i>Decision-making</i>	Exercises discretion, sound judgment, evidence-based decision-making, and professionalism.
<i>Critical Thinking</i>	Consistently applies independent and critical thinking skills to solve problems.
<i>Technical, Computer, &amp; Programming Skills</i>	Competent in development, integration, and use of computer applications. Able to learn new software platforms. Experience with spreadsheets, databases, report generating, computer programming, and cloud/server-based application systems.
<i>Analytical Skills Detail-oriented</i>	Skilled at analyzing and modeling data. Sound knowledge of assessment, survey design, and experimental design. Excellent attention to detail.
<i>Communication Skills Marketing, Graphic Design</i>	Able to clearly, effectively, and respectfully communicate questions, ideas, and solutions verbally, in writing, and through media-rich channels (graphics, video) to diverse groups of stakeholders.
<i>Interpersonal Skills Professionalism</i>	Able to promote and sustain outstanding interpersonal skills (verbal and written) while ensuring all working relationships are respectful and professional.
<i>Project, People, Resource, &amp; Data Management</i>	Works independently with minimal supervision, while successfully managing the prioritization and execution of multiple projects for a team. Sustains a high level of performance both individually and at team level. Fiscally responsible fiduciary and a steward of data.
<i>Leadership &amp; Management Flexibility, &amp; Adaptability</i>	Excellent at identifying goals, motivating others, mentoring, and facilitating teamwork. Adapts to shifting priorities, demands, and timelines through analysis and problem-solving.

## SOFTWARE, APPLICATIONS, PLATFORMS, PROGRAMMING

<i>Analytics &amp; Reporting Marketing</i>	R · Python · Excel · SPSS · General Linear Model · robust statistics · L <sup>A</sup> T <sub>E</sub> X
<i>Survey &amp; HigerEd Software</i>	Adobe: Photoshop · Illustrator · InDesign · After Effects · HTML5 · various CMSs
<i>DistanceEd Software</i>	Qualtrics · REDCap · Ellucian Banner · IBM Cognos · OmniUpdate · various CRMs
<i>Information Technology</i>	OpenCast · BlackBoard · MediaSite · Zoom · Trello · # Slack · Moodle · Canvas
<i>Office / Productivity</i>	Linux · Windows · server administration · JavaScript · PHP · SQL · Git · cybersecurity Office 365 · G Suite · Zapier · IFTT

*Last revised: April 6, 2020*