Justin Vick, M.Ed.

Associate Director of Academic Advising

Student Advising & Mentoring (SAM) Center — CHSS 170J

Humanities and Social Sciences Bldg., Box 2074 — justin.vick@shsu.edu

Huntsville, TX 77341-2074 — 936-294-3363

EDUCATION

Master of Education — December 2010

In Instructional Leadership

Minor in Counselor Education

Sam Houston State University, Huntsville, TX

Bachelor of Fine Arts — December 2001

In Radio & Television

Sam Houston State University, Huntsville, TX

CERTIFICATIONS

Academic Advising Certification — September 2010

Sam Houston State University, Huntsville, TX

DARS Skills Workshop, Certificate of Completion — September 2005

Miami University, Oxford, OH

DARS Encoding Methods Workshop, Certificate of Completion — November 2004

Miami University, Oxford, OH

DARS Encoders Skills Workshop, Certificate of Completion — September 2003

Miami University, Oxford, OH

HIGHER EDUCATION EXPERIENCE

Student Advising and Mentoring (SAM) Center

Sam Houston State University — Huntsville, TX — 2008-Present

Associate Director of Academic Advising (2015-Present)

- Advises enrolled and prospective students regarding academic programs and curriculum.
- Trains faculty and staff in degree audit programs and other software relevant to advising.
- Resource person for academic advisors concerning departmental programs and changes in degree requirements.
- Serves on committees and attends meetings as required.

Assistant Director of Academic Advising (2012-2015)

- Advised enrolled and prospective students regarding academic programs and curriculum.
- Trained faculty and staff in degree audit programs and other software relevant to advising.
- Reviewed students 90 hour advisements.

Academic Advising Specialist (2008-2012)

- Advised enrolled and prospective students regarding academic programs and curriculum.
- Trained faculty and staff in degree audit programs and other software relevant to advising.
- Reviewed students 90 hour advisements.

Registrar's Office

Sam Houston State University Huntsville, TX 2001-2008

Registrar Associate (2005-2008)

- Responsible for one or more administrative functions of the Registrar's Office, including, but not necessarily limited to degree certification, veteran certification, athletic certification, agency and board certifications, Family Education Rights and Privacy Act guidelines, grade processing, federal and state reports, publications, student records, degree plans, PACE Degree Maintenance, Degree Audit Reporting System degree audit maintenance, and committee participation.

Registrar Assistant III (2003-2005)

- Supervised specific functions at registration, processes student resignations, processes grade changes and corrections to academic records.
- Provided the university community with TSI information and support.

Registrar Assistant II (2002-2003)

- Supervised specific functions at registration, processes student resignations, processes grade changes and corrections to academic records.

Registrar Assistant I (2001-2002)

- Assisted at registration, prepares transcripts, and answers telephones.
- Entered data via computer, images, and other clerical or general office tasks as assigned.

Student Worker (2001)

- Assisted at registration, filed paperwork, and answered telephones.

TRAININGS CONDUCTED

Sam Houston State University Huntsville, TX 2005-Present

Insight (2015)

Banner INB (2010-Present)

Degree Works (2010-Present)

Student Assistant Banner INB (2010-Present)

Legacy System Advisor access (2008-2010)

DARS (Degree Audit Reporting System) (2005-2010)

PRESENTATIONS

Sam Houston State University Huntsville, TX 2015-Present

Freshman Student Athletes KINE 1116 Presentation (2015-Present)

UNIV 1301: Grade points, GPA and more – a presentation by the SAM Center (2015-Present)

COMMITTEES & MEMBERSHIPS

Member of LSC (REG & SAM Center Collaboration) Team (2017)

Member of SAM Center Leadership Team (2017)

Member of SEM (Online Review for Enrollment Management) Committee (2016)

Member of UAA (Undergraduate Admissions Alliance) Meetings (2016)

Member of APR (Administrative Program Review) Committee (2015-2016)

Member of ARC Meetings (2015)

Member of SIR (SAM Center + IT + REG) Meetings (2015)

PROFESSIONAL DEVELOPMENT

Sam Houston State University Huntsville, TX 2010-Present

Veterans Alliance Network-training (October 2016)

WebCMS: Basic-training (March 2015)

Banner General Navigation-training (November 2010)

SOFTWARE PROFICIENCES

- Banner INB & XE
- Degree Works
- EAB's Student Success Planner
- Microsoft Office Suite