

JASON SMITH

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EDUCATION:

University of Arkansas at Little Rock, William H. Bowen School of Law, Little Rock, AR
Juris Doctorate
May 2010

Arkansas State University, Jonesboro, AR
College Student Personnel Services Graduate Program (15 hours completed)
Spring / Summer 2006

Arkansas State University, Jonesboro, AR
B.S. Interdisciplinary Studies with an emphasis in Criminology, Psychology, and Health
December 2005

RELATED WORK EXPERIENCE:

College Student Personnel Services - Professional Graduate Faculty Member, Arkansas State University

Jonesboro, AR (1/15/17 – Present)

- Course Taught: ELAD 6273 Legal Aspects of Higher Education.

Vice President of Enrollment Management, Black River Technical College

Pocahontas, AR (1/19 – Present)

- Oversees offices of admissions, student life, financial aid, Career Pathways, veteran's relations, disability services.
- Plans and implements student success and retention efforts.
- Responsible for \$180,000 Student Services Budget.
- Helps coordinate the implementation of the institutional strategic plan, shared governance process, and institutional assessment.

Associate Director of Enrollment Services, Arkansas State University

Jonesboro, AR (4/17 – 1/19)

- Led recruitment team of eight full-time recruiters to a Fall 2018 8.9% increase in domestic freshmen and 21% increase in transfers to A-State.
- Responsible for travel budget of \$60,000 and shared responsibility of \$280,000 Office of Recruitment budget.
- Planned and implemented high school and transfer recruitment strategies.

- Served as active member of both ASU System Office Transfer Taskforce as well as A-State Internal Transfer Taskforce.
- Responsible for hiring, training, and supervising eight full-time staff and one student worker.
- Tracked enrollment trends and provided daily reports to the Assistant Vice Chancellor of Enrollment Management and Vice Chancellor of Student Affairs.
- Made enrollment predictions based on data analysis.
- Responsible for answering all inquiries from state, federal, internal and external audits and consulting firms.
- Represented the Office of Recruitment and Enrollment Management area to numerous committees and Vice Chancellors.
- Served as Office of Recruitment Transfer Coordinator responsible for the recruitment and enrollment of nearly 1,000 transfers per year.
- Made recommendations to annual A-State institutional scholarship programs to best leverage student discounts.

Assistant Director of Recruitment / Transfer Coordinator, Arkansas State University

Jonesboro, AR (2/15 – 4/17)

- Supervisor for eight full-time recruitment staff.
- Designed eight individual territory recruitment plans.
- Responsible for recruitment event day management.
- Managed recruiter travel plans and schedules.
- Oversaw the training and continued development of recruitment staff.
- Assisted with managing Office of Recruitment budget.
- Assisted developing new freshmen recruitment marketing plan.
- Oversaw Office of Recruitment Social Media marketing.
- Responsible for all recruitment enrollment data reporting and tracking.
- Responsible for recruiting over a thousand two and four year transfers.
- Organized and conducts A-State transfer preview day.
- Communicated by phone, email, and mail all deadlines and important information to transfers.
- Recruited twelve to fifteen community colleges per semester.

Recruitment Advisor / Transfer Coordinator, Arkansas State University

Jonesboro, AR (8/13 –2/15)

- Recruited high school students from Northeast Arkansas.
- Represented ASU at numerous high school college fairs and transfer fairs.
- Advised students and parents regarding admission, housing, financial aid, scholarships, academics, etc.
- Developed a territory-specific strategic recruitment plan each school year.
- Communicated with students and parents daily to keep them up-to-date with university deadlines and opportunities.
- Assisted with the development and review of office recruitment materials.
- Served on the selection committee for A-State's highest Academic Scholarship.

Academic Coordinator for Athletics, Arkansas State University

Jonesboro, AR (2/11 –8/13)

- Met individually with at-risk student-athletes to monitor academic progress.
- Identified at-risk football student-athletes and developed individualized academic success plans.
- Assisted individual student-athletes with registration and academic schedule selection.
- Assigned and tracked all tutoring and study hall assignments for football.
- Organized and assisted with new student orientation for all student-athletes.
- Assisted the office of disability services in creating individual disability service plans for student-athletes with disabilities. Examples include: setting up extended test times, e-books, note takers, test readers, etc.
- Served as a liaison between the office of financial aid, student-athletes and their parents to find solutions to financial aid issues.
- Assisted with the admission of recruited student-athletes.
- Assisted with the utilization of the Grades First program to help monitor student-athletes.
- Presented weekly academic progress reports to football staff.
- Met with prospective student-athletes and families during recruiting visits.
- Provided academic compliance advising based on research from the NCAA manual to football coaching staff.

Law Clerk, Jonesboro City Attorney's Office

Jonesboro, AR (Summer 2009)

- Researched and advised city officials on complex civil and criminal statutes.
- Assisted with trial preparation for district and circuit court.
- Prosecuted criminals in Craighead County District Court.
- Participated in pre-trial investigations in conjunction with the Jonesboro Police Department.
- Researched Case law on Lexis Nexis.
- Prepared motions, pleadings, and legal memoranda.
- Attended daily city criminal and civil court cases.
- Helped city paralegal draft discover request.
- Prepared and organized trial exhibits.
- Kept records, handling scheduling, and other administrative tasks.
- Interacted with local attorneys, city police, city officials, witnesses, and judges.

Corning High School In-School Suspension Teacher

Corning, AR (8/06 – 5/07)

- Monitored high-risk high school students for discipline and academic reasons.
- Provided mentoring to students based on academic and social/behavior needs.
- Maintained highly structured classroom environment for high-risk students.
- Provided academic support to suspended students.

Student Affairs Graduate Assistant, Arkansas State University

Jonesboro, AR (1/06 –7/06)

- Assigned by the Vice Chancellor for Student Affairs to daily divisional needs.

- Assisted daily with the ASU Testing Center's administration of standardized test.
- Assisted with new student orientation.
- Served on numerous shared governance committees.
- Served as one of two students on the committee to select a new ASU chancellor.

Vice President of Student Leadership Board, Arkansas State University

Jonesboro, AR (2005)

- Served as a voice for the student body on various campus issues.
- Provided support and input on ASU leadership center initiatives.
- Assisted Student Government Association with campus improvement.
- Maintained office hours in the student leadership center.
- Served on shared governance committees.
- Presented and helped organize ASU High School Leadership Conference

Student Union Information Desk Assistant, Arkansas State University

Jonesboro, AR (2005)

- Served as office assistant to Director of the Student Union.
- Provided general campus information to students, alumni, and visitors.
- Answered questions regarding various student and campus activities.
- Directed questions to the correct campus departments while serving as a solution center.
- Assisted with the daily organization of student union conferences and meetings

Tribal Leader Orientation Staff Member, Arkansas State University

Jonesboro, AR (2004, 2005)

- Helped new students and parents complete all registration and campus information at orientations.
- Provided support to various campus departments during times of high volume.
- Answered all types of questions regarding nearly every aspect of Arkansas State.

Chief of Staff of the Student Government Association, Arkansas State University

Jonesboro, AR (3/03 – 4/04)

- Charged with supervision of the student government administrative staff.
- Provided insight to campus administrators on various campus issues.
- Served as a voice for the student body to the ASU Chancellor.
- Helped organize and run petition drives for student government initiatives.
- Served on numerous shared governance committees.

PROFESSIONAL DEVELOPMENT:

- 2019 Higher Learning Commission Annual Conference.
- 2016 Ruffalo Noel Levitz National Conference on Student Recruitment, Marketing, and Retention, Dallas, TX.
- 2014 Office of Recruitment Road Trip/Recruitment Retreat.
- Former Member of National Association of Athletic Academic Advisors.

- 2012 NCAA Regional Rules Seminar, Atlanta, GA.
- 2011 Sun Belt Conference Compliance Workshop, New Orleans, LA.
- 2011 NCAA Regional Rules Seminar, Tucson, AZ.
- 2011 and 2012 Sun Belt Conference Academic Summit, Hot Springs, AR

HONORS, AWARDS, AND ACTIVITIES:

- Nominated for STAR – Distinguished Performance Award (2018)
- Nominated for Unsung Hero – Distinguished Performance Award (2018)
- A-State System Transfer Taskforce (2018)
- A-State Transfer Taskforce (2018)
- Student Conduct Shared Governance Committee (2017 – Present)
- A-State Enrollment Management Committee Member (2017 – Present)
- Parliamentarian for Staff Senate (2018)
- Faculty/Staff Advisor 747 College Christian Ministry (2016 – Present)
- Chancellor Selection Committee, Arkansas State University (2006)
- Arkansas State Homecoming Court (2004)
- Dean’s List, Arkansas State University (2003)
- Presidents List, Arkansas State University (2001-2002)
- Chief of Staff for Student Government Association (2003-2004)
- New Student Orientation Program Facilitator (2003-2005)
- New Student Orientation Facilitator of the Year Award (2005)
- Alpha Gamma Rho Fraternity, Executive Council (2002-2004)
- Interfraternity Council Executive Board (2004)
- Nominated Greek Man of the year (2005)
- Vice President Student Leadership Board (2005)
- Vice President of Academic Affairs for Inter – Fraternity Council (2004)
- College of Education Senator, Student Government Association (2004-2005)