

# **Jamey R. Perry**

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## **QUALIFICATIONS**

- 28 years of experience in higher education administration including academic services, teaching, residence life, student life, and admissions.
- Exceptional oral presentation and problem-solving skills.
- Exceptional interpersonal skills and background in working with diverse group dynamics and customer/client relationships.

## **PROFESSIONAL EXPERIENCE**

**Assistant Dean for Academic Services and Lecturer**  
**The Pennsylvania State University**

**March 2007-Present**

**Bellisario College of Communications, University Park Campus**

- Supervise 5 full-time academic advisors, 2 full-time staff assistants and 5 students on the work-study staff. This includes oversight over unit and individual responsibilities, training and evaluation of personnel, administrative duties and leadership over the unit.
- Act as liaison for advisors to deans, department heads, and other academic colleges.
- Serve as back-up for Associate Dean regarding issues related to undergraduate education.
- Serve as academic point person for the Colleges on-line curriculum through the World Campus.
- Academic director for the John Curley Center for Sports Journalism.
- Coordinate the planning, coordination and completion of advising center programs/projects.
- Conduct staff meetings regarding advising issues & College/University business.
- Work directly with the deans and department heads on course availability issues.
- Coordinate/approve staff development opportunities.
- Primary contact for College of Communications to campuses.
- Coordinate advising training of faculty.
- Administrative oversight of change of campus, change of majors, and entrance-to-major processes.
- Serve on College- and University-level committees and other University-related obligations including the College Executive Committee, and the Office of Student Conduct/Title IX (board/panel chair).
- Coordinate and oversee admissions and recruitment efforts. This includes supervising an advisor who is responsible for recruitment projects and three specific College of Communications and Admissions recruitment programs: Offer Group Information Sessions, Spend-A-Summer-Day, and individual high school visits. Organize information on the College's academics and extra-curricular activities and University-wide opportunities that are shared with visitors/guests.
- Coordinate/assist in resolving issues with faculty, department heads and deans regarding course sequencing and/or mandatory courses (capstone courses/ freshmen seminars).
- Serve as point person for the College when students in the program face hardships, tragedies, and other personal difficulties. This role includes communicating to faculty, family and other University personnel, including Student & Family Services as needed.
- Teach a 1-credit freshman seminar.

**Coordinator of Academic Services, The Pennsylvania State University**

**August 2002-March 2007**

**Bellisario College of Communications, University Park Campus**

- Supervised 4 full-time academic advisors, 2 full-time staff assistants and 3 students on the work-study staff. This included oversight over unit and individual responsibilities, training and evaluation of staff, and administrative duties and leadership over the unit.
- Coordinated recruitment efforts for the College including hosting visits to the campus, preparing recruitment materials for mailings, and assisting with online correspondence.
- Conducted staff meetings regarding advising issues & Communications/University business.
- Worked directly with the deans and department heads on course availability issues.
- Coordinated/approved staff development opportunities.
- Primary contact for College of Communications to campuses.
- Coordinated faculty advising training.
- Served as immediate contact on critical course issues (times, availability, faculty concerns).
- Taught a 1-credit freshman seminar.

**Advisor, The Pennsylvania State University**

**June 1999-August 2002**

**Bellisario College of Communications, University Park Campus**

- Advised undergraduate students in Communications majors and students interested in changing into our program.
- Presented programs on admission to Penn State for prospective students and families.
- Met with prospective students and families to discuss individual applications.
- Met with current students to discuss transfer and study abroad credits.
- Worked with guidance counselors to facilitate the admissions process for students.
- Served on committees to improve customer service-related efforts of the Admissions Office, including the development of a new prospect/visit presentation and improving customer service.
- Generated reports and evaluated/discussed findings on various applicant groups.
- Worked with academic departments in reviewing applicants for admissions to colleges, campuses, and majors within the University.

**Admissions Counselor, The Pennsylvania State University**

**June 1997-June 1999**

**Office of Student Affairs, Berks Campus**

- Recruiting and Evaluation responsibilities including applications including special programs; The Thomas Jefferson pre-medical/medical and Equal Opportunity Education.

**Assistant Director Student Affairs, The Pennsylvania State University**

**July 1991-May 1997**

**Office of Student Affairs, Berks Campus**

- Served in the capacity of the Director in his absence.
- Supervised the EOP Coordinator, Student Activities Coordinator and a Staff Assistant.
- Administered various budget accounts including student activities fee, student government, and special project funds.
- Coordinated student activities including orientation, social & educational programming and change of assignment programs for students moving to other University locations.

- Coordinated special programs & projects involving Student Affairs, including grant writing, inter-campus programs, diversity-related events and initiatives, and student development.
- Instructed CN ED 297A, “Effective Career and Personal Decision Making” (2 credits).
- Co-instructed CN ED 297B, “Freshman Seminar” (academic/personal development, 2 credits).
- Administered all aspects of Judicial Affairs & Disability Services.
- Chaired the intervention committee which identified troubled students and assisted them academically, socially, and/or personally.
- Served on numerous committees committed to improving student life.

**Coordinator, Residence Life, The Pennsylvania State University**

**February 1990- June 1991**

**Office of Student Affairs/Residence Life, Berks Campus**

- Oversaw the development of a residence life program for a former commuter campus.
- Successfully administered the transition of a commuter campus into a 400-bed resident campus, including training and orienting current campus faculty and staff to this new dimension.
- Instructed Counselor Education 302, “Resident Assistant/Student Leadership” ( 3 credits).
- Served as budget administrator for Residence Life.
- Coordinated residence life social and educational programming.
- Supervised a part-time staff assistant.

**Coordinator, Residence Life, The Pennsylvania State University**

**January 1989-January 1990**

**Office of Student Affairs/Residence Life, Beaver Campus**

- Oversaw residence life program for 200-bed resident campus.
- Served as budget administrator for Residence Life.
- Instructed Counselor Education 302, “Resident Assistant/Student Leadership” (3 credits).
- Coordinated residence life social and educational programming.

**PROFESSIONAL ACCOMPLISHMENTS & ORGANIZATIONS**

- NACADA member –National Academic Advising Association **1995-Present**
- Office of Student Conduct—University Hearing Board Chair **1997-Present**
- Undergraduate Advising Council (UAC) **2015-Present**
- Leadership & Management—Management Supervision 2003
- Dean’s Excellence Award 2002

**EDUCATION**

- **Master of Public Administration (MPA), Kutztown University** **May 1993**
- **Administration of Justice, The Pennsylvania State University** **December 1987**