

# J. Zachary Kelley

## EDUCATION

**Syracuse University, Syracuse, NY** - M.S., Higher Education Administration

**Alfred University, Alfred, NY** - B.S., Business Administration, Magna Cum Laude

## EMPLOYMENT EXPERIENCE

### **Assistant Dean for Student Resources and Internal Research**

Syracuse University College of Law, Syracuse, NY 2018 – Present

- Oversee the Student Administration Department (i.e., Registrar), and all record-keeping processes for the College.
- Provide internal research, data collection and analysis, and other information needs for the College, including coordinating information for ABA accreditation reports and site visits; attrition and retention efforts; and improving the student experience.
- Lead all compliance reporting efforts. Ensure accuracy of data and manage all submissions to accrediting bodies.
- Oversee the academic dismissal, appeal, and probation processes
- Develop, implement, and monitor tactical and operational plans, procedures, and systems in accordance with strategic goals, policies, procedures, and regulatory requirements.
- Serve as the point person for all Student Code of Conduct and Student Grievance complaint proceedings. Convene and work with the Faculty Prosecutor and College of Law Hearing Board through case resolution.
- Serve as Ex Officio member of College of Law Academic Standards Committee (ASC).
- Work with students on developing petitions to the ASC, prepare petitions for ASC, and advise ASC on petition history and academic rules.
- Serve as the point person for Title IX complaints made by students in the College of Law. Connect students with the Title IX resources and supports on campus and shepherd them through the hearing process.

### **Registrar**

Syracuse University College of Law, Syracuse NY

2013 – 2018

- Registrar for College of Law; responsible for all operations within the College of Law Registrar's Office.
- Serve as primary contact with College of Law faculty and administrative staff regarding enterprise systems management; manage and execute all report writing, design, and delivery; midterm and final examination administration; graduation and state bar certification; ABA reporting; class scheduling; and student registration.
- Manage and assign all instructional space, including room assignments for classes as well as traditional and accommodated exams.
- In conjunction with Associate Dean for Academic Affairs and faculty members, produce course schedules for all terms.
- Develop and publish Academic Calendars and midterm/final exam schedules.
- Ensure all academic records retention and release procedures for current students and graduates are compliant with FERPA and applicable University rules and regulations.
- Manage all grading processes. Ensure that grades are posted on time and in compliance with applicable College of Law grading curves.
- Calculate and distribute class ranks at the conclusion of the fall and spring semesters.
- In cooperation with Offices of Disability Services and Information Technology, administer over 100 traditional exams and over 200 individual exams for students receiving accommodations. Ensure that all accommodations are met for students with special needs. Hire, schedule, and

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train all exam administrators and proctors.

- Advise students regarding registration policies and procedures. Manage all aspects of student registration.
- Compile all information needed to produce College of Law honors convocation and commencement publications.
- Maintain all course descriptions and ensure that College of Law website and University catalogs are up to date.
- Collect, process, and disseminate all information on leaves of absence, withdrawals, joint degree requirements, and enrollment data.
- Create and maintain databases, queries, and reports as requested by accrediting bodies, College of Law, and University constituencies (ex. ABA, US News, Princeton Review).
- Serve on College of Law and University committees as requested.
- Provide business process, data analysis, and reporting support for all offices within the College of Law including Admissions, Budget, Career Services, Development, Financial Aid, and Student Life. Create, maintain, and distribute ad hoc and standard reports for all groups.
- Hire, train, and supervise staff; assign and review projects; conduct performance evaluations.

### **Grant Writer/Researcher**

Town of DeWitt, DeWitt, NY

2012 – 2013

- Conducted research; wrote and edited new and existing grant proposals in order to seek funding from corporate, foundation, and governmental agencies to support community initiatives.
- Assembled and submitted successful grant requests including letters, proposals, budgets, and presentations.
- Collaborated with town government officials to troubleshoot and solve grant issues. Submitted applications prior to the execution of contracts and final payments.

### **Registrar**

Cazenovia College, Cazenovia, NY

2005-2012

- Responsible for all student record maintenance, course scheduling, instructional space assignments, registration for new and returning students, and all related enrollment management functions.
- Administered the College's grading process, including collection, verification, and distribution.
- Identified potential graduates; reviewed and verified that all requirements for graduation were met. Ordered and distributed diplomas; coordinated graduation lineups.
- Investigated and resolved issues related to academic policies, procedures, and student records.
- Implemented policies and procedures for records and registration management, including the integrity and security of all student academic records, in compliance with FERPA regulations and institutional policies.
- Collaborated with faculty, program directors, division chairs, and deans to create course schedules and enrollment caps; assess student academic progress, changes in program requirements, development and distribution of course rosters, grade reports, and attendance rosters.

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- Evaluated and applied all transfer, AP, and IB credits.
- Collaborated with the Athletics Department regarding all NCAA Division III athletic eligibility issues.
- Developed and maintained standard and ad hoc queries and reports for distribution to various campus constituencies i.e., Faculty, Deans, Institutional Advancement, Communications, Institutional Research, Office of the President, and Board of Trustees.
- Worked with the Office of Institutional Research to query, analyze, and report data. Assisted in the completion of federal and state reports as well as third party surveys. Ensured that all reporting and compliance measures were completed accurately and on time.
- Created the academic calendar and worked with Long Range Planning Committee on revisions.
- Worked on multiple projects in association with Information Management department, including successful transition from legacy MIS to campus-wide ERP software (Ellucian Colleague).
- Served on Student Affairs Judicial Board.

### **Project Manager/ Systems Integration Analyst/ Communications and Publications Manager**

Office of Financial Aid and Scholarship Programs Syracuse

University, Syracuse, NY

2001 – 2005

### Project Manager/ Systems Integration Analyst

- Responsible for the successful implementation of the PeopleSoft MIS Financial Aid module for the College of Law, University College, and the Graduate School at Syracuse University.
- Integrated the business rules, practices, and procedures at SU College of Law, University College, and Graduate School into those of the University's Main Campus Office of Financial Aid in order to take advantage of system efficiencies and to create economies of scale in processing.
- Restructured and developed office policies and procedures to improve effectiveness; completed annual setup of all tables and functionality used in processing financial aid applications and awards for all entering and returning students.
- Analyzed resources and allocated them accordingly; represented all impacted offices at weekly Management Information System and Implementation Team meetings.
- Performed system maintenance and troubleshooting; initiated and managed cases with the software vendor when necessary, wrote technical specifications for system customizations, analyzed multiple sources of data, developed and maintained queries for multiple research and reporting purposes.
- Reviewed and analyzed all software updates, upgrades, and new releases based on federal regulations, conducted extensive individual and group end user training, created documentation to support all training.

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## Communications and Publications Manager

- Hired and managed staff responsible for all financial aid communications and publications.
- Modified existing letters and email communications to increase impact and effectiveness.
- Created new and edited existing letters and communications in order to simplify financial aid process from start to finish for students and families.
- Designed and implemented a consistent institutional identity on all letters and publications.
- Developed, created, and produced all office publications including layout, design, and printing in conjunction with Office of Financial Aid staff and the University's Publications Office.
- Additional projects and responsibilities included designing and implementing new communication plans, sequences, and letters for all University financial aid offices.
- Served as liaison between and facilitated two way communication among deans, directors, managers, and end users of all impacted offices.
- Served on internal committees dealing with various inter-office processes and organizational restructuring.

## **Associate Director of Financial Aid/Implementation Project Manager**

Office of Financial Aid

Gettysburg College, Gettysburg, Pennsylvania

1992 – 2001

- Responsible for the successful implementation and ongoing maintenance of the PeopleSoft ERP for Gettysburg College's Office of Financial Aid.
- Analyzed and restructured business processes to improve office efficiency and effectiveness.
- Designed and set up all tables and functionality to be used in processing initial and renewal applications for financial aid, awards, loan processing, and disbursement.
- Projected and allocated financial, technical, and human resources.
- Worked with information technology department to specify requirements necessary to build interfaces both to and from the institution's legacy MIS.
- Managed the role and tasks of a third party implementation partner.
- Designed and created all end user training materials, and conducted all training.
- Updated and maintained the Financial Aid Office website.
- Responsible for the evaluation of financial need and awarding of institutional, federal, and state funds for all new and returning financial aid applicants.
- Analyzed student application materials to determine eligibility for federal, state, and institutional funds, evaluated all appeals, used professional judgment to revise existing awards to allow for extenuating or unusual student and family circumstances.
- Performed verification for Title IV aid recipients.
- Counseled prospective and continuing students and families on financial aid application process and eligibility.
- Responsible for completion of reports to various federal and state governmental agencies, internal, and external constituencies.
- Developed and maintained databases pertaining to financial aid applicant data to be used for strategic planning, admissions yield analysis, and student debt management.