College of Education, Health, & Human Services
www.ehhs.kent.edu

Mr. Jacob Roope

Academic Advisor II
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Education

M.Ed., Higher Education Administration and Student Personel
Kent State University

B.S., Speech Pathology and Audiology
Kent State University

Higher Education Work Experience

EMMS Advisor **5/2010 - 6/2013**
Kent State at Trumbull

Advising Responsibilities: • Actively recruit students from high schools and vocational centers in assigned territory • Ensure students successfully navigate 15 associate and 9 bachelor degree programs • Maintain an average advising load of 800 traditional and non-traditional students • Develop and administer an online graduation survey • Utilize Early Alert System for retaining students Student Activities Responsibilities: • Manage the Office of Student Activities and oversee budget (>$15,000.00) • Plan and execute events for over 3,100 students and families • Oversee the daily operation of the student union • Assist with student organization development, marketing and advertising • Organize annual blood drives that contribute $4,500.00 to student scholarships annually • Serve as co-advisor for student organization SIFE (Students In Free Enterprise) • Coordinate campus tours • Supervise student employee

On-Site Coordinator **5/2009 - 8/2009**
Summer On The Cuyahoga, Case Western Reserve University

Served as residential and counseling staff member for 45 students for an intensive summer immersion program designed to help interns explore the professional, civic, and social offerings of the Cleveland area • Assisted in organizing, implementing, and attending approximately 70 programs and events at Cleveland area venues

Graduate Assistant **8/2008 - 5/2010**
Kent State University, Undergraduate Studies

Performed weekly responsibilities as assigned by Dean of Undergraduate Studies • Organized and administered the Collegiate Learning Assessment (CLA) during its pilot year • Conducted annual assessment of US-10097- Exploratory Orientation Course- 34 Sections, 700 students • Edited quarterly Undergraduate Studies newsletter • Co-planned a Spring Break trip for 62 volunteers to Mississippi Gulf Coast (Hurricane Katrina)

Student Employee **5/2008 - 8/2008**

Kent State University, Office of the Provost

• Developed and implemented a comprehensive electronic filing systems • Trained staff and student employees to run filing system • Assisted in launching the President's Summer Academy during inaugural year

Student Employee **6/2007 - 5/2008**

Kent State University, Office of the President

• Performed various research projects for the President and staff • Assisted office staff with clerical duties • Interacted with university executives on daily basis

Resident Assistant **1/2006 - 5/2008**

Kent State University, Residence Services

• Collaborated with hall staff team to create programs for residents • Performed administrative functions and facility-related duties • Trained in the area of multicultural competence & responsible decision making • Promoted Kent State University and worked to develop community amongst hall residents

Other Professional Experience

Graduate Student Intern **1/2010 - 5/2010**

John Carroll University

• Performed weekly responsibilities as assigned by the Director of Orientation & Leadership Programs • Created proposal for a men's leadership retreat • Organized an electronic database of leadership resources and research • Evaluated scholarship applications awarding 17 students $20,000 per year

Graduate Student Intern **8/2009 - 12/2009**

Kent State University, Office of Global Education

Performed weekly responsibilities as assigned by the Director of International Student Recruitment, Admissions, and Advising • Created advertisement and marketing tools for International Education Week • Conducted an office efficiency study comparing ISSS offices of institutions with 1000+ international students • Created department listserv and user-guide • Attended department meetings regularly

Graduate Student Intern **1/2009 - 5/2009**

Kent State University, Enrollment Management and Student Affairs

Performed weekly responsibilities as assigned by the Executive Director of Administration for Enrollment Management and Student Affairs • Interpreted National College Health Assessment statistics to create an Executive Report for the Director of University Health Services • Analyzed University Health Services volume data

KENT STATE UNIVERSITY

EXCELLENCE *in Action*