

Alijohn (AJ) Amini

Professional Summary

Dedicated and empathetic leader in higher education with a successful record of accomplishment in higher education student support. Experience in academic advising, student supervision, new student orientation planning, advising leadership/supervision, and classroom instruction. Natural talent for building collaborative relationships with students, faculty, and staff. Proven abilities in helping students to set academic and career goals and develop action plans to meet personal objectives. Dedicated to enhancing student learning and personal growth processes through supporting personal, social, and career development. Strong diversity awareness, cultural sensitivity, and experience working with students from a variety of backgrounds.

Core Qualifications

Higher-Education Leadership

Academic Advising & Career Counseling

New Student Orientation & Event Planning

Multicultural Counseling and Education

Program Effectiveness Evaluation

Individual & Group Career Assessments

Secondary and Post-Secondary Instruction

Academic Advising Leadership

Student Program Leadership

New Student Communication

Bilingual (English & Farsi)

MS Office, EAB, Banner, & People Soft Fluency

Student Transition Support

Staff & Student Supervision Management

Experience

**Director, Owl Advising
Kennesaw State University (Kennesaw, GA)**

02/2020 to Present

- Provides strategic direction in planning, managing and participating in academic advising and student engagement initiatives.
- Oversees the staff and operations of the Owl Advising Exploratory Center.
- Support departmental work in supporting Undeclared, Dual Enrolled, Learning Support, Probation, Change of Major, Transient, Non-Degree, and Early Alerted students.
- Collaborate with campus partners to develop and implement strategic outreach campaigns for first-year students, transfer students, and other target populations.
- Serve in an advisory capacity to advising administration on matters of advising services and related initiatives as requested.
- Ensure campus-wide compliance of multiple Momentum Year Initiatives for the University System of Georgia.
- Develop and implement policies and procedures for the unit that align with the mission of the university and further the departmental goals.

Key Contributions:

- Implemented several key student success initiatives in Owl Advising, including utilization of Values, Interests, Personality, & Skills (VIPS) assessments to better support student major selection.
- Expanded and improved Focus Area curriculum choices for Undeclared/Focus-Area students.
- Centralized new-student advising support for several key campus-wide initiatives including Learning Support, Early Alert, and Probation student support.
- Implemented Academic Achievement Plan (AAP) to better support at-risk student populations.
- Restructured Owl Advising staff positions to better utilize staff strengths and to better support campus-wide initiatives. New positions created for Owl Advising include Student Success Manager, Academic Advising Analyst, Student Support Specialist, and Senior Academic Advisor.
- Improved campus compliance and strategic results in Momentum Year Initiatives of the University System of Georgia.

**Associate Director, University College
Indiana University-Purdue University Columbus (Columbus, IN)**

08/2017 to 01/2020

- Served as orientation program coordinator working with academic divisions, student affairs, and student services units as well as other academic advisors to schedule and deliver orientation events.
- Organized and delivered the Orientation Leader Program, provide training to student orientation leaders, and serve as supervisor to all orientation leaders. Supervised student workers hired to support new student orientation coordination. In addition, researched, recommended, utilized and evaluated best practice in new student orientation and programming for students in transition.
- Supervised full and part-time staff in University College.
- Formalized and coordinated assessment of campus effectiveness in advising services. Worked with OIRE to develop standard data collection and reporting processes. Created written and electronic materials to support advising and other University College projects. Participated in first-year seminar courses as a member of the FYS instructional team.
- Worked with campus advisors to coordinate professional development opportunities for academic advising staff, including onboarding of new professional advising staff. Coordinated implementation and use of technologies and assessments to support academic advising.
- Provided support for the IUPUC academic advisors group, PACC. Facilitated meetings, providing meeting agendas, and meeting notes. Provided advisement as to subcommittee work needed; provided project progress monitoring. Provided a formal process for advisor sharing of information regarding course, program, and plan changes across campus.
- Provided IUPUC advising representation to broader IU advising system. Attended IU advising leadership meetings through IU Bloomington, IUPUI, and IU regional campuses. Collaborated with IU advising partners to support IUPUC academic advising.
- Collaborated with Office of Communication and Marketing and the Coordinator of Customer Relationship Management (CRM) to communicate in various formats with incoming students. Maintained a shared data set on incoming students, monitor student progress along the new student enrollment pipeline, and communicate regularly with various offices and groups who provide services to incoming students.
- Provided academic advising for non-degree seeking students and early college students.

**Coordinator of Orientation Services & Support for Students in Transition
Indiana University-Purdue University Columbus (Columbus, IN)**

01/2016 to 07/2017

- Provided campus leadership for new student orientation.
- Designed and implemented all new student orientation events (traditional, transfer, early college).
- Oversaw development, maintenance, and communication pathways of new student enrollment pipeline.
- Served as orientation program coordinator working with academic, student affairs, and student services units as well as other academic advisors to schedule and deliver orientation events.
- Organized and delivered the Orientation Leader Program, provide training to student orientation leaders, and serve as supervisor to all orientation leaders.

- Supervised orientation staff & student workers hired to support new student orientation coordination. In addition, research, recommended, utilized, and evaluated best practices in new student orientation & programming for students in transition.
- Collaborated with Office of Communication and Marketing and the Coordinator of Customer Relationship Management (CRM) to communicate in various formats with incoming students.
- Provided academic advising for non-degree seeking students and early college students.
- Participated in first-year seminar courses as a member of the FYS instructional team.

**Academic Advisor & Interim Orientation Coordinator
Indiana University-Purdue University Columbus (Columbus, IN)**

06/2015 to 12/2015

- Advised undergraduate students regarding course registration, career/major selection, and academic problems.
- Prepared and maintained advising records, degree requirements, plans of study for assigned students.
- Assist beginning students in overcoming academic and social issues as they adjust to a four-year university.
- Coordinated, led, and designed New Student Orientation programs.
- Instructed a first-year seminar course as well as a section of a chemistry lab.
- Assisted in New Student Orientation preparations and presentations.

Key Contributions:

- Worked as temporary orientation coordinator when previous orientation coordinator stepped down.
- Began leadership and supervision of student orientation leaders.
- Reworked system for communication with beginning students.
- Collaborated with various individuals on campus to conduct New Student and Transfer Student Orientation.

**Guidance Counselor and Science Instructor
Mesilla Valley Christian Schools (Las Cruces, NM)**

08/2014 to 05/2015

- Lead individual and small group counseling sessions to assist students with social issues and academic challenges.
- Assist students with academic and college planning, course selection and scheduling, career counseling and college applications.
- Evaluate student grades and assist with study habits to help students reach academic goals. Update and maintain student records.

Key Contributions:

- Developed and implemented a career and guidance counseling program and pre-college advising classes to assist high school seniors in selecting colleges, applying to schools and scholarships and transitioning into a university setting.
- Spearheaded school utilization of Naviance, a web-based program designed to offer students easily accessible career and college guidance.

**Graduate Assistant- Dietetics & Nutrition
New Mexico State University (Las Cruces, NM)**

05/2011 to 05/2013

- Selected as a Graduate Assistant based on knowledge and expertise in biology and dietetics.
- Collaborated with professors in the Dietetic Internship programs in researching demographic information for various education and community programs.
- Fostered and maintained strategic partnerships with higher education institutions across the country.

**Secondary Science Teacher
Mesilla Valley Christian Schools (Las Cruces, NM)**

08/2009 to 05/2012

- Prepared and led lectures, assignments, and exams for chemistry, biology, physics, and math courses for middle school and high school including an Advanced Placement Biology course.

- Engaged students using diverse instructional techniques to address different learning styles.
- Provided guidance to high school seniors on goal setting, academic progress, career selection and college decisions.
- Served as an Assistant Football Coach

Key Contributions:

- Organized and led Mesilla Valley's chapter of the National Honor Society.
- Created and implemented pre-college advising seminars focused on transitioning to a university environment.
- Coordinated and assisted with multiple events including NHS Assembly, Graduation, assemblies, pep rallies, and other school events.

Courses Taught

CHEM-C 121 (Chemistry Lab)	EDUC-P 254 (Educational Psychology)
UCOL-U 110 (First Year Seminar)	ENGR 195 (Engineering First Year Seminar)
SCI 120 (First Year Seminar)	High School Chemistry
High School Biology	High School Physical Science
High School Physics	Middle School Life Science

Education

Master of Arts: Counseling Education Psychology New Mexico State University (NMSU)

May 2015

Career Counseling Internship, NMSU Career Exploration Center (01/2015-05/2015)

- Assisted clients with a variety of personal, social, academic and career issues in individual and small group counseling sessions.
- Administered career assessments including the SII, MBTI, and Career Maturity Inventory to help students identify and develop career goals.
- Collaborated with students on course selection and study habits to promote academic success.
- Provided advice on potential career paths, job search strategies and resume writing.
- Utilized multicultural counseling techniques and diversity awareness working with 80% minority student body.

School Counseling Intern, Centennial High School, Las Cruces, NM (01/2014-12/2014)

- Conducted one-on-one and small group counseling sessions with students to provide guidance and support on social issues, academic challenges and college planning.
- Administered self-assessments and interpret results to provide guidance on college selection, potential career paths and job search strategies.
- Facilitated implementation of a school-counseling program to help at-risk students with academic, social and emotional issues.
- Designed and led pre-college advising seminars and classes to assist high school seniors with course selection and transitioning to a university setting.

Master of Arts: Education (Curriculum & Instruction) New Mexico State University

December 2012

Bachelor of Science: Biology New Mexico State University

May 2008