

Brian Bacon

EDUCATION

Master of Science in Higher Education Administration, concentration in Student Affairs

Drexel University, Philadelphia, PA

March 2012

- Completed Master's Co-Op Project focusing on gap analysis of community college transfer student experience to Trinity International University and services offered by sending and receiving institutions.
- Graduated with a 4.0 GPA

Bachelor of Arts in Psychology

Trinity International University, Deerfield, IL

December 2005

EXPERIENCE

Oakton Community College, Skokie, IL

November 2013 – Present

Academic Advisor (Student Transfer Focus)

- Collaborate with Assistant Academic VP for Academic Affairs in establishing 2+2 and other transfer agreements with baccalaureate institutions so as to cultivate and foster academic partnerships
- Regularly meet and collaborate with representatives from popular receiving institutions to disseminate data and assess initiatives to aid in promotion of transfer
- Coordinate communication and activities associated with four-year transfer schools such as curricular data and various on-campus transfer events; area community colleges; and the Illinois Articulation Initiative
- Establish and maintain collaborative and supportive relationships with academic division and faculty
- Provide academic counseling and advising focused on helping new, continuing, and returning students with the exploration of their academic and career objectives
- Participate in all major academic advising initiatives and interventions including new student orientation, advising programs, and supporting students on academic probation
- Active participant in a Higher Learning Commission subcommittee, centered on institutional mission, during a self-study for reaccreditation
- In current role, serve on IACAC's Transfer Advisory Committee, UIUC's Community College Advisory Board, the Lake Forest College Illinois Counselor Advisory Committee, and the iTransfer Major Panel for Chemistry
- Act as Transfer Coordinator for Oakton Community College and represent Oakton at transfer-related conferences statewide

Trinity International University, Deerfield, IL

July 2007 – November 2013

Online Programs Coordinator

- Coordinated the admissions, registration, academic advising and financial aid processes to ensure a smooth and seamless entry into the online program which consisted of all transfer, degree-completion students
- Reported directly to Senior Vice President for Enrollment Management and produced regular reports for senior administration, i.e., Dean's Office, CIO, and CFO
- Acted as Academic Advisor for all online program transfer students and collaborated with internal stakeholders in strategic planning for the Online Campus
- Conducted financial aid packaging for online program students

Transfer and International Advisor

- Recruited all transfer and international students to Trinity's traditional undergraduate programs
- Created Transfer Guides for all primary feeder community colleges to aid recruitment
- Primary evaluator of all incoming college credit (i.e., transfer credit from other institutions, AP credit, CLEP credit, and International Baccalaureate credit)
- Assisted Business department with academic advising in preparation for course registration
- Evaluated over 200 college transcripts annually in role as Transfer Advisor

Undergraduate Admissions Counselor

- Created Trinity's TeleCounseling program to connect current college students with prospective high school students for recruitment purposes
- Reviewed 150 applications annually for admission into the College
- Actively participated in orientation events and aided students in matriculating to TIU

Colorado Technical University, Hoffman Estates, IL

October 2006 – July 2007

National Admissions Counselor

- Recruited over the telephone, making 150 calls per day, for online programs
- Assisted admissions process as primary contact for prospective students

ACCOMPLISHMENTS

- Completed Assessment of Academic Advising Institute in 2015 through NACADA geared towards instilling a culture of assessment and departmental research within advising offices
- Redesigned and cultivated transfer visit days at Oakton Community College to promote greater visibility and student traffic for events on campus
- Collaborated with Columbia College Chicago in formation of articulation agreement in 2016
- Developed Phi Theta Kappa Transfer Scholarship for incoming transfer students at Trinity International University
- Positioned as first Coordinator and responsible for startup of new online programs at Trinity International University
- Awarded Trinity Enrollment Management's bi-annual "Joey" trophy, designed to recognize "extraordinary good work in fulfilling the mission of the enrollment management area...actions that demonstrate a willingness to go above and beyond the call of duty"

MEMBERSHIPS

- NACADA (National Academic Advising Association)
- PICU (Private Illinois Colleges and Universities)
- NACCAP (North American Coalition for Christian Admissions Professionals)
- NASPA (National Association for Student Personnel Administrators)
- NAFSA (National Association of Foreign Student Advisers)
- IACAC (Illinois Association for College Admission Counseling)

COMPETENCIES

- Microsoft Office
- Jenzabar CX
- Banner