

Jacob T. Durrance

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EDUCATION:

Master of Science - Political Science, University of North Texas, In progress
Primary Field: American Politics; Secondary Field: International Relations

Bachelor of Arts - Political Science, Central Washington University, 2018
Minor in Communications

Bachelor of Arts - Philosophy, Central Washington University, 2018
Minor in French

PROFESSIONAL EXPERIENCE:

Residence Life Coordinator, Division of Enrollment Management & Student Affairs
University of Alaska Southeast, Juneau, Alaska
September 2021 – Present

- Direct efforts for the planning, execution, and long-term assessment of UAS New Student Orientation programs and events, including chairing the Orientation Committee
- Develop a community that is both conducive to learning and active through facilitating collaborative events with partnering departments, promoting community engagement efforts of student staff members, and mentoring and advising students utilizing a sound understanding and application of student development theory
- Member of the campus behavior intervention team (Care Team) which is responsible for the response to student wellbeing and behavior concerns
- Adjudicate student conduct cases in a predominately first year community with a focus on educational resolutions
- Chair of a marketing committee made up of student staff directly responsible for promoting education efforts and refining department social media and branding standards

Assistant Community Director, Department of Housing & Residence Life
University of North Texas, Denton, Texas
July 2019 – May 2021

- Served on a supervisory team responsible for 20 student staff
- Serve on a professional staff on-call rotation that was responsible for ~2,500 students and responded promptly and appropriately to crisis situations
- Organized and advised a student run organization responsible for community development in the residence halls
- Facilitated student success meetings with first year students in assigned communities and was responsible for following academic and social developments over an academic year
- Investigated and responded to concerns or conflicts from students, parents, and other university staff members regarding living and working conditions to ensure a comfortable and safe environment in building

- Supported the implementation of a building level residential curriculum and guided student staff and student organization members in implementing desired educational outcomes with their desired community development goals

Administrative Assistant, School of Nursing & Healthcare Leadership

University of Washington Tacoma, Tacoma, Washington

October 2018 – June 2019

- Responsible for an organized and welcoming front desk to prospective and current students, faculty, and visitors
- Ensured that departmental webpages were consistently up to date in order to provide the latest information and key deadlines to stakeholders
- Scheduled student advising appointments and ensured that proper direction of student inquiries was executed
- Retained and disposed of records ranging from student engagement to faculty tenure applications in compliance with federal and university regulations
- Ensured that department social media had a consistent online presence and liaised with university-wide social media on an as needed basis

Associate for Operations/Chief Financial Officer (Aug. 2020-June 2021)

National Association of College and University Residence Halls, Inc. (NACURH, Inc)

Newark, Delaware

May 2017 – June 2021

- Provided support for eight regional finance officers ranging from regular support to instruction in budget development
- Responsible for developing, implementing, and maintaining a \$160,000 budget
- Collaborated with corporate partners
- Developed and implemented improved corporate fiscal practices
- Member in core group of stakeholders responsible for developing a 3-year corporate strategic plan
- Served as the primary interpreter of corporate governing documents

Residence Hall Manager, University Housing & New Student Programs

Central Washington University, Ellensburg, Washington

September 2016 – June 2018

- Provided supervisory support for 6 student staff
- Responsible for maintaining and reconciling two hall budgets totaling approximately \$2,000
- Responsible for ensuring a safe community by providing effective crisis management and response when concerns arise
- Developed and promoted programming that served a variety of audiences

SERVICES & AFFILIATIONS:

New Student Orientation Committee, Chair

University of Alaska Southeast

October 2022 - Present

Quality Service Standards Committee

University of Alaska Southeast

January 2022 - Present

Strategic Planning Committee
NACURH, Inc.
September 2020 – June 2021

Professional Staff Training Development Committee
University of North Texas
September 2020 – May 2021

American Political Science Association, General Member
December 2017 – Present

National Residence Hall Honorary – Tom Ogg Chapter, Executive Board Member,
Central Washington University
February 2015 – June 2018

COMPETENCIES:

- Administrative Skills: Budgeting, fiscal reporting, auditing entity assets, managing information distribution.
- Management Skills: Problem analysis, prioritization, supervisory experience, collaboration in fast paced work environments, coordinating and chairing meetings, goal driven, critical thinker
- Research Skills: Qualitative & quantitative analysis. Stata. Presenter for multiple organization levels.
- Professional Development Skills: Resource development, multi-level organizational communication, analysis of trend data, experience training staff, serving diverse audiences.