

Chad A. Morris, MSLIS

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Objective

To obtain a challenging and exciting position in a diverse academic environment that will utilize my strong analytical, organizational, communication, and customer service skills.

Experience

Program Manager, Grants Administrator

December 2014 to Present

Drexel University, Philadelphia, PA

Department of Electrical and Computer Engineering

- Help identify grant opportunities and match such opportunities with appropriate faculty members
- Assist with preparation, review, and submission of all grant proposals involving department faculty involvement, including ensuring that all proposals meet all applicable department, college, university, local, state, federal, and funding agency regulations and guidelines
- Provide support for all post-award grant management activities including charge corrections, grant reporting, award adjustments, and account close out
- Pre-review all effort reporting involving departmental research grants
- Manage graduate student hiring process including collecting hiring information from appropriate faculty, assisting with TA selection and appointment process, processing appropriate paperwork, and resolving related issues
- Maintain departmental website
- Manage departmental marketing efforts
- Supervise departmental student marketing employee
- Act as primary point of contact for multiple university offices with regards to grant administration and marketing including the Bursar, Financial Aid, HR, Payroll, the Office of Research, the College of Engineering Dean's Office, and University Communications

Associate Director, Graduate Programs

December 2012 to November 2014

Drexel University, Philadelphia, PA

Department of Electrical and Computer Engineering

- Provided curricular information and advice to ECE graduate students
- Advised and assisted ECE graduate students in all administrative matters concerning their education, registration, status, degree requirements, qualifying exam requirements, and related matters
- Advised ECE students in accelerated academic programs such as BS/MS and BS/PhD including developing and reviewing plans of study
- Managed departmental graduate admissions process including preliminary review of and providing recommendations on all graduate applications and responding to applicant inquiries from inquiry to enrollment
- Managed graduate student hiring process including collecting hiring information from appropriate faculty, assisting with TA selection and appointment process, processing appropriate paperwork, and resolving related issues
- Managed MS graduation clearing process
- Supported the graduate course scheduling and planning process
- Created and distributed departmental graduate-related programmatic communications including email, website updates, and printed materials
- Utilized enterprise software for analysis and tracking of student data and electronic record keeping
- Act as primary point of contact for multiple university offices with regards to graduate affairs including the Office of Graduate Studies, the Bursar, Financial Aid, the Registrar, Graduate Admissions, HR, and Payroll

Graduate Program Coordinator
Drexel University, Philadelphia, PA
Department of Electrical and Computer Engineering

March 2008 to November 2012

- Advised graduate students regarding curricular and administrative issues
- Assisted graduate students in resolving registration, billing, and other administrative problems
- Managed graduate student hiring process for the department
- Managed departmental admissions process
- Maintained departmental website
- Provided administrative support to the Assistant Department Head for Graduate Affairs

Assistant Director
Drexel University, Philadelphia, PA
Enrollment Management

October 2006 to March 2008

- Determined admissibility of undergraduate international applicants
- Worked to improve and implement processes, especially those related to international admissions
- Prepared reports to strategically manage team focus
- Assisted with recruitment and yield events
- Communicated with applicants in person, on the phone, and in writing concerning the entire admissions application process
- Acted as a liaison between Admissions and the International Students and Scholars Services office and academic departments

Enrollment Specialist
Drexel University, Philadelphia, PA
Enrollment Management

June 2005 to October 2006

- Communicated with applicants in person, on the phone, and in writing concerning the entire graduate admissions application process
- Worked to improve and implement processes, especially those related to international graduate admissions
- Performed data maintenance and cleanup and processed admission applications and inquiries utilizing enterprise software
- Acted as a liaison between Graduate Admissions and various academic departments
- Assisted with recruitment and yield events

Data Specialist
Drexel University, Philadelphia, PA
Enrollment Management

October 2004 to June 2005

- Processed admissions applications and inquiries utilizing enterprise software
- Handled questions on the phone and in person
- Opened, scanned and distributed incoming mail

Education

Master of Science, Library and Information Science
Drexel University, Philadelphia, PA

March 2011

Bachelor of Arts
University of Delaware, Newark, DE

May 2004

Majors: Anthropology & Foreign Languages and Literatures

- Membership in Phi Beta Kappa
- Teaching Assistantship: Introduction to Cultural and Social Anthropology
- Study Abroad
 - Kobe, Japan [Summer 2001]
 - London, England [Winter 2002]

Competencies & Certifications

Computer Competencies

- Banner
- COEUSLite
- Nolij
- Hyperion
- Microsoft Office Suite
- FileMaker Pro
- Adobe Photoshop
- Adobe Dreamweaver
- SPSS
- SQL
- HTML/XHTML/CSS
- Blogging platforms

Certifications

- Six Sigma Green Belt Certification
Drexel University, Philadelphia, PA
January 2008