

Luke A. Matulewicz

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Education

University of Dayton ◊ Dayton, OH
M.S.Ed in Higher Education Administration
Anticipated Graduation: May 2019

Calumet College of St. Joseph ◊ Whiting, IN
B.S. Psychology and B.A. Theology
May 20th, 2017 3.897 GPA

Work Experience

Student Success and Student Development Internship

Wittenberg University, COMPASS Sweet Success Center ◊ Springfield, OH (January 2018-Present)

- ◊ One semester Internship under the supervision of the Associate Dean of Student Success and Retention.
- ◊ Researched the effectiveness and usage of different programs at similar institutions.
- ◊ Created an assessment plan for the COMPASS: Sweet Success Center.
- ◊ Assessed and made recommendations on the training of peer mentors and orientation assistants.

Student Success Network Intervention Coordinator

University of Dayton, School of Engineering Dean's Office ◊ Dayton, OH (August 2017-Present)

- ◊ Develop and document a workflow with regard to triaging, responding to, and intervening with students in a timely and effective manner
- ◊ Coordinate referral, lowering flag, and documentation processes
- ◊ Provide end-user support for the interface
- ◊ Use SSN to start the process of schoolwide learning analytics

Tutor Manager

University of Dayton, Office of Learning Resources ◊ Dayton, OH (August 2017-Present)

- ◊ Supervise tutors, tutor mentors, and customer service assistants during walk-in tutoring
- ◊ Perform job reviews of employees
- ◊ Review that all appropriate forms are filled out for each tutor session
- ◊ Establish working relationships with tutor mentors to allow open communication

Security Guard & Shift Supervisor

Hammond Port Authority ◊ Hammond, IN (June 2014-August 2017)

- ◊ Hourly rounds of property
- ◊ Communicate clearly with the public, local authorities, and the U.S. Coast Guard
- ◊ Oversee 5 guards directly when shift supervisor
- ◊ Drive company vehicles

Student Body President

Calumet College of St. Joseph ◊ Hammond, IN (May 2015-May 2017)

- ◊ Head liaison between students and administration
- ◊ Ex-Officio Board of Trustees member
- ◊ Presidential Search Committee member (2016-2017)
- ◊ Plan, budget, and execute campus-wide events including Homecoming
- ◊ Co-create semester budgets for the Student Government allotment

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Game Day Operations Intern

Northwest Indiana Oilmen Baseball Club ♦ Hammond, IN (May-August 2016)

- ♦ Manage ticket and merchandise sales and 50/50 profits
- ♦ Oversee five game day employees directly
- ♦ Keep daily game reports of profits and expenses on paper and on Excel
- ♦ Act as the public relations manager when the owner is not present

Annual Phonathon Caller

Calumet College of St. Joseph ♦ Hammond, IN (March-April 2016, March 2017)

- ♦ Cold call non-donor alumni to update alumni directory and solicit donations

Conference Presentations

Matulewicz, L. A. (2017, November). *A case study of the University of Dayton's Student Success Network in the School of Engineering*. Presented at the Graduate Student Affairs Conference. Bowling Green, OH.

Professional Organizations

Ohio College Student Personal Graduate Student Member (Since 2017)

University of Dayton Student Affairs Graduate Association Member (Since 2017)

Honors, Awards

Sr. Marie Flood Theology Award, Calumet College of St. Joseph (2017)

Outstanding Psychology Graduate, Calumet College of St. Joseph (2017)

Student Leadership Award, Calumet College of St. Joseph (2017)

Calumet College of St. Joseph's President's List (Spring 2015, 2016; Fall 2015)

St. Gasper's Honors Learning Community, Calumet College of St. Joseph (2013-2017)

Hammond College Bound Scholar (2013-2017)

Hoosier Boys State Attendee (2012)

Skills

Mental Health First Aid Certified (Pending renewal)

TWIC (Transportation Worker Identification Credential) Certified

Capable in handling confidential and sensitive information

Willing to work independently or with a team

Able to manage operations and employees

Experienced in organizing, budgeting, and executing events

Excellent problem solving, time management, and organizational skills

International travel experience

Proficient in Microsoft Office 2016 and Windows 10

Community Service

National Science Olympiad Tournament Event Co-Supervisor (2015-Present)

National Science Olympiad Event Co-Supervisor [Game-On] (2016-Present)

Indiana State Science Olympiad Tournament Event Supervisor (2014-Present)

Supervisor for numerous Invitational and Regional Science Olympiad Events (2012-Present)

Whiting High School Science Olympiad Assistant Coach (2013-2017)

Immaculate Conception Parish Council Member (2011- 2014)

St. John the Baptist Youth Ministry (2009-2014)