

Justin Sosnicki

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EDUCATION

Florida State University

- Master of Arts, Art History
- Bachelor of Arts, Art History

RECOGNITION

- College of Humanities and Sciences
Excellence in Humanities and Social Sciences
Advising Award – 2025

WORK EXPERIENCE

Virginia Commonwealth University – Richmond, VA

March 2023 - Present

Generalist Academic Advisor II, College of Humanities & Sciences

- Filled humanities and social science advisor vacancies on an ad hoc basis, rapidly learning department and degree requirements to ensure seamless transitions and maintain high-quality advising for students.
- Trained newly hired advisors on departmental expectations and assessed their ability to ensure a smooth caseload handoff, providing continued support as needed for up to several months.
- Developed widely used office tools in Google Sheets and Apps Script for graduation applications and data validation, significantly reducing errors and speeding up application processing. Presented these tools to campus partners and college advisors.
- Reviewed and approved graduation applications for all majors at both the departmental chair and final approval levels, identifying potential graduation roadblocks early to allow sufficient time for issue resolution.
- Worked one-on-one with students facing challenging life situations to navigate grade appeals, suspensions, and withdrawals, effectively helping them get back on track toward graduation.
- Monitored the college-wide advising email for student and campus partner concerns, addressing issues and facilitating effective communication.

Florida State University – Tallahassee, FL

June 2022 - March 2023

Academic Advisor, College of Social Sciences & Public Policy

- Advised undergraduate students on course selection and academic planning from first semester orientation through graduation, contributing to continued growth of four-year graduation figures.
- Developed and implemented academic support programs for at-risk students which informed the creation of new university-wide positions.
- Achieved unmatched quality of advising at the highest volume and student-to-advisor ratio site at the university.
- Promoted and practiced Developmental Advising, providing relational, goal-oriented, holistic, integrative, and continuous advising to every student.
- Professionally redesigned shared PDF forms used to track all academic progress for each student within the college, increased advisor efficiency through the implementation of JavaScript formulas.

Florida State University – Tallahassee, FL

May 2020 - May 2022

Graduate Assistant

- Continued most responsibilities of previous position, in addition to:
- Engaged with undergraduates on an individual level for help with assignments and personal development.
- Graded 400+ student assignments per semester and provided pointed and individualized feedback on areas of improvement for each student.
- Developed and maintained the online component of multiple classes at the same time on behalf of multiple faculty members.
- Took on numerous technical projects on behalf of faculty members to aid in their research, grant acquisition, and presentations at prestigious international conferences.
- Proctored and developed exams, tests, and make-ups without faculty reliance for upper level courses.

Florida State University – Tallahassee, FL

May 2019 - May 2020

Library and Museum Assistant

- Revitalized and managed social media presence to increase student interest in the Art History department, increasing engagement 400% on Instagram within one semester.
- Designed the page layout of 140 pages of the annual Art History conference proceedings journal.
- Created 3 distinct workflows for 3D modeling through photogrammetry techniques as part of efforts to modernize Art History teaching methods.
- Updated and maintained internal images database for ease of teaching.
- Digitally indexed and organized over 30 pieces of uncategorized department photography equipment to completely eliminate misappropriation and loss of expensive gear.