

Joshua Hignight

Chicago, Illinois

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EDUCATION

Purdue University, West Lafayette, Indiana – Bachelor of Arts in English Literature, Minors in Spanish and Political Science- August 2006 – May 2010

PROFESSIONAL EXPERIENCE

Assistant Registrar, Illinois Institute of Technology- Chicago, Illinois- November 2013 – Present

- Builds and publishes active course offerings for 7 colleges utilizing integrated IT platforms to communicate course details, curricular changes, and instructor assignments
- Maintains read/write access of records database to uphold academic integrity of information
- Schedules room assignments and troubleshoots space issues campus-wide
- Trains key department contacts utilizing cross-functional skillsets tailored to academic goals
- Monitors issue resolution and official responses to electronic and phone inquiries

Office Administrator, Professional Communication Advancement (PCA) Program, Illinois Institute of Technology- Chicago, Illinois- August 2010 – November 2013

- Provided direct organizational support to Program Manager, faculty, and adjunct professors
- Established and maintains electronic and paper records systems for over 1,000 students
- Trained faculty and staff assessment team members utilizing assessment programs
- Analyzed assessment outcomes to produce course rosters for students, faculty, and staff
- Maintained critical program communications relating to assessment schedules, course placement, and university policies with internal and external stakeholders
- Served as initial point of contact for program inquiries, business functions, and student information

Student to Staff Assistant, Humanities, Social Science, and Education Library, Purdue University- West Lafayette, Indiana- July 2009 – August 2010

- Trained and supervised 3-4 peers in shifting over 500,000 library items across 4 floors
- Assisted patrons with research and circulation queries at main help desk
- Maintained electronic catalogue database to locate library items throughout 15 campus library locations and update patron account information

SKILLS AND DISTINCTIONS

- Training abilities in education software (e.g., Banner INB, EMS Campus, Blackboard, Cognos, FAMIS, and Google Applications)
- Completed Continuing Education courses in Microsoft Excel and Project Management
- Proficiency with Microsoft Word, PowerPoint, and Excel
- Recipient of PULSE Award for service to the Purdue University Libraries in April 2010
- Earned Eagle Scout from Boy Scouts of America in April 2004
- Language abilities in English and Spanish