

# THOMAS M. KIRNBAUER

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## EDUCATION

Ph.D. Candidate in Higher Education ( <i>Expected Graduation: Fall 2020</i> )	Indiana University, Bloomington
Minor: Data Science	
Graduate Certificate: Institutional Research	
Masters of Arts (M.A.) in Higher Education Administration	Stony Brook University
Masters of Business Administration (M.B.A.)	Stony Brook University
Bachelor of Arts (B.A.) in Political Science	Stony Brook University

## TECHNICAL SKILLS

Statistical and Visualization Software: SPSS, Tableau, Python, RStudio  
Data Management: SQL, MongoDB, XML, MS Office (Excel/Access/Word/PowerPoint), Qualtrics

## RELEVANT EXPERIENCE

**RESEARCH PROJECT ASSOCIATE – NATIONAL SURVEY OF STUDENT ENGAGEMENT (NSSE)** 08/2017 to Present  
*Indiana University*

- Assist with the cleaning and management of large-scale survey data (1M+ rows)
- Create and revise SPSS Syntax to conduct data analysis and deliver reports on a regular basis
- Design and build comprehensive Tableau dashboards for the Faculty Survey of Student Engagement (FSSE)
- Conduct data checks to ensure the quality of reports delivered to institutions
- Use RStudio to create ad-hoc reports that contributed to the NSSE Psychometric Portfolio
- Co-supervise an informatics-major student intern in the redesign of the NSSE website

**FELLOW – NATIONAL CENTER FOR EDUCATION STATISTICS (NCES) DATA INSTITUTE** 01/2019 to 06/2019  
*Indiana University*

- Selected as one of 30 fellows nationwide to participate in the six-month institute sponsored by NCES/AIR
- Collaborated with a group of six researchers to develop a policy brief using public NCES data
- Crafted an executive summary and an infographic of our results using Tableau
- Attended a 3-day meeting in Washington, D.C. and presented our research about socioeconomic status

**GRADUATE INTERN – INSTITUTIONAL RESEARCH & DECISION SUPPORT (IRDS)** 08/2018 to 12/2019  
*Indiana University Purdue University Indianapolis (IUPUI)*

- Supported the IRDS Director with analyzing NSSE data and providing ad-hoc reports
- Created a Tableau dashboard to visualize institutional results of the NSSE survey
- Assist with data cleaning and analysis on various IRDS projects and initiatives

**ADMINISTRATIVE DIRECTOR – UNDERGRADUATE STUDENT GOVERNMENT (USG)** 01/2014 to 08/2017  
*Stony Brook University*

*Fiscal Oversight & Staff Supervision*

- Managed and provided oversight of the annual student activity fees operating budget of \$3.5 Million
- Supervised two full-time professional employees - the Ticket Office/Inventory Manager (exempt) & Administrative Assistant (non-exempt)
- Supervised up to 15 student staff including the front desk, elections board, judiciary, and office assistants

- Reduced the average processing time (by 33%+) for 2,000+ annual expenditure requests
- Ensured proper adherence of USG internal controls (constitution, financial bylaws, legislation) as well as FSA policies, SUNY Chancellor's guidelines, and University policies/procedures

#### *Student Leadership & Event Supervision*

- Provided support, advisement, and leadership development to the members of the USG Executive Council
- Planned, advised, and executed the Student Activities Board events, with a cumulative attendance of 40,000+ students, and an annual budget of \$630,000+ (i.e. Concerts, Homecoming, and other Traditions)
- Served as primary organizer for the Roth Pond Regatta event, won NACA Best Campus Tradition Award
- Directly responsible for the contract negotiations, security plans, and logistics for all major USG events

#### *Manage USG Operations and Club Advising*

- Significantly increased collaboration with the Department of Student Engagement and Dean of Students Office to better advise 150+ clubs/organizations on all event planning and budgetary-related matters
- Utilized Financial Edge accounting system to provide students and administrators with various financial reports on a frequent basis – club detailed activity, vendor activity, outstanding check, etc.
- Provided ad-hoc financial reports including budget projections, expenditure reports, and more

### **BOARD OF DIRECTORS, VICE-PRESIDENT – FACULTY STUDENT ASSOCIATION**

09/2013 to 08/2017

*Stony Brook University*

#### *Management & Administration*

- Assisted with the overhaul of the meal plan structure to suit the needs of the student body
- Co-founded and advised the Student Voice on Campus Dining Committee, which provides a formal feedback mechanism for students input on all dining related concerns
- Thoroughly reviewed, evaluated, and adopted an annual \$45+ Million budget
- Co-chaired Project 50 Forward Committee to provide recommendations for organizational efficiencies

#### *New Vendor Bid/Contract Process*

- Worked under the direction of the VP of Student Affairs and served on the Bid Selection Committee that evaluated, selected, and executed a 5-year dining contract, with Sodexo, worth \$150+ Million
- Served on the Bid Selection Committee for course materials and retail services, selecting Amazon and Barnes & Noble College, collectively worth \$35+ Million

### **TEACHING EXPERIENCE**

#### **ASSISTANT INSTRUCTOR – EDUC-Y520: STRATEGIES FOR EDUCATION INQUIRY**

Spring 2020

*Indiana University, Instructor: Dr. Allison BrckaLorenz*

#### **CO-INSTRUCTOR – EDUC-C670: PROBLEMS IN FINANCING HIGHER EDUCATION**

Spring 2019

*Indiana University, Instructor: Dr. Gerardo Gonzalez*

#### **TEACHING ASSISTANT – HEA586: HIGHER EDUCATION ADMINISTRATION PRACTICUM**

Spring 2017

*Stony Brook University, Instructor: Interim Associate Dean of Students Jeffrey Barnett*

#### **TEACHING ASSISTANT – MBA544: LEAN LAUNCH PAD: HOW TO BUILD A STARTUP**

Fall 2013

*Stony Brook University, Instructor: Teresa Goodfellow*

#### **CO-INSTRUCTOR – ADV101: INTRODUCTION TO STONY BROOK FOR BUS MAJORS**

Fall 2013

*Indiana University, Instructor: Faith Caton*

### **CONFERENCE PRESENTATIONS & INVITED TALKS**

- Kirnbauer, T** (April 2020). *Data Management in Excel & Introduction to Tableau*. Invited Talk at the University of Denver. Graduate Course on Educational Policy Analysis.
- BrckaLorenz, A., **Kirnbauer, T.**, Nelson Laird, T. (2020). *Person-centered Approaches to Inclusive Data Analysis*. On-Demand Speaker Session to be presented at the Association for Institutional Research (AIR) Virtual Forum.
- BrckaLorenz, A., **Kirnbauer, T.**, Gonyea, R., Shimon, S. (2020). *What's Next for Student Engagement*. On-Demand Speaker Session to be presented at the Association for Institutional Research (AIR) Virtual Forum.
- BrckaLorenz, A., **Kirnbauer, T.**, Fassett, K., Washington, S. (2020). *Lost at the crossing? Tips for assessing intersectional experiences*. Poster Session to be presented at the Association for Institutional Research (AIR) Virtual Forum.
- Kirnbauer, T** & BrckaLorenz, A. (2020). *Visualizing Time Series Data: Examining Faculty Practice Over Six Years*. Poster Session at the Association for Institutional Research (AIR) Forum (\*canceled due to COVID-19).
- Kirnbauer, T** & BrckaLorenz, A. (2020). *Developing Transferable Skills for the Public Good*. Round Table Discussion at the American Education Research Association (AERA) Annual Meeting (\*canceled due to COVID-19).
- BrckaLorenz, A., Fassett, K., & **Kirnbauer, T.**, & Washington, S. (2019). *Getting lost at the crossing? Tips for assessing intersectional experiences*. Program presented at the Assessment Institute, Indianapolis, IN
- Kirnbauer, T** & BrckaLorenz, A. (2019). *Tableau tips and tricks: Building dynamic dashboards with survey data*. Poster presented at the Association for Institutional Research (AIR) Forum, Denver, CO.
- BrckaLorenz, A., Fassett, K., & **Kirnbauer, T.** (2019). *Aggregate measures: Development, creation, and validation*. Poster presented at the Association for Institutional Research (AIR) Forum, Denver, CO.
- Kirnbauer, T.** & Perillo, D. (2016). *Transition, Moving in a New Direction, Reflection*. Speaker Presentation at the Stony Brook University Student Affairs Professional Development Conference, Stony Brook, NY.

### **PROFESSIONAL AWARDS AND OTHER EXPERIENCES**

- Founding Leadership Team Member, SBU Red Watch Band Care Team – *September 2014 to August 2017*
- Frederick R. Preston Student Affairs Partnership Award – *July 2015, July 2017*
- Best Campus Tradition Award, National Association for Campus Activities (NACA) – *February 2017*
- Board of Director Member, Stony Brook Child Care Services – *July 2014 to January 2017*
- Search Committee Member, Director of Student Engagement & Activities – *Fall 2016*
- Search Committee Member, Student Affairs Communications Manager – *Fall 2015*
- Search Committee Member, Associate Director of Student Activities – *Fall 2014*
- Outstanding Leadership & Service Award, SBU College of Business – *May 2014*
- Graduate Assistant, College of Business – *September 2012 to December 2013*
- Treasurer, Graduate Student Organization – *July 2013 to January 2014*
- Eagle Scout, Boy Scouts of America – *2009*