

# THOMAS M. KIRNBAUER

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## EDUCATION

Ph.D. Student in Higher Education (*Expected Graduation: 2021*)

Indiana University, Bloomington

*Minor: Data Science*

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

## DOCTORAL COURSEWORK

*Multivariate Analysis in Education Research -- Python (Data Science) -- Higher Education & Public Policy -- Survey Research Methodology -- Problems in Financing Higher Education -- Intermediate Statistics Applied to Education*

## TECHNICAL SKILLS

Statistics/Research Software: SPSS, Python, RStudio, MS Excel

Data Management/Visualization: Tableau, MySQL, MongoDB, XML, MS Access

## RELEVANT EXPERIENCE

### **PROJECT ASSOCIATE – NATIONAL SURVEY OF STUDENT ENGAGEMENT (NSSE)**

08/2017 to Present

*Indiana University*

- Serve as the first point-of-contact and resolve issues for 100+ institutions administering the NSSE survey
- Provide various data analysis and reporting on a regular basis using SPSS
- Assist with data checks to ensure the quality of reports delivered to institutions
- Design and build comprehensive Tableau reports for the Faculty Survey of Student Engagement (FSSE)

### **GRADUATE INTERN – INSTITUTIONAL RESEARCH & DECISION SUPPORT (IRDS)**

08/2018 to Present

*Indiana University Purdue University Indianapolis (IUPUI)*

- Support the IRDS Director with analyzing NSSE data and providing ad-hoc reports
- 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*

*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. DNCE, Fetty Wap, Trevor Noah, Future, Walk The Moon, Neil deGrasse Tyson, Twenty-One Pilots, Lupe Fiasco, Bob Saget, Childish Gambino, and more)
- 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
- Provided reliable presence during late night and weekends as dictated by a vibrant student life

*Fiscal Oversight & Staff Supervision*

- Managed and provided oversight of the annual student activity fees operating budget of \$3.5 Million
- Supervised two professional employees – the Ticket Office/Inventory Manager (exempt) & Administrative Assistant (non-exempt)
- Reduced the average processing time by 33% for 2,000+ annual expenditure requests (vouchers)

- Supervised up to 15 student staff including the front desk, elections board, judiciary, and office assistants
- Ensure proper adherence of USG internal controls (constitution, financial bylaws, legislation) as well as FSA policies, SUNY Chancellor's guidelines, and University policies/procedures

*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
- Utilize 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.

**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 low economic status students
- Co-founder and advisor for 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
- As a member of the Bid Selection Committee, evaluated bid proposals for course materials and retail services, selecting Amazon and Barnes & Noble College, collectively worth \$35+ Million

**OTHER LEADERSHIP, VOLUNTEER, AND GRADUATE EXPERIENCE**

**LEADERSHIP TEAM MEMBER – RED WATCH BAND CARE TEAM**

09/2014 to 08/2017

*Stony Brook University*

- Served on the leadership team which advocated for alcohol bystander intervention program
- Facilitated 20+ Red Watch Band trainings on campus which doubled student participation year-over-year

**BOARD OF DIRECTORS MEMBER – STONY BROOK CHILD CARE SERVICES, INC.**

07/2014 to 01/2017

*Stony Brook University*

- Reviewed, evaluated, and adopted an annual operating budget of \$2.8+ Million
- Served as Chair of the Audit Committee and established a new set of financial controls for the center

**OTHER PRESENTATIONS, LEADERSHIP POSITIONS, AND AWARDS**

Accepted Conference Paper, Understanding The Social and Political Causes of Student Activists – Association for the Study of Higher Education (ASHE) – *November 2018*

Best Campus Tradition Award, National Association for Campus Activities (NACA) – *February 2017*

Frederick R. Preston Student Affairs Partnership Award – *July 2015, July 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*

Treasurer, Graduate Student Organization – *July 2013 to January 2014*

Eagle Scout, Boy Scouts of America – *2009*