Todd Jones

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Higher education professional with over a decade of experience in academic advising, program coordination, instructional leadership, and student development. Demonstrated success in managing academic operations, curriculum design, and leadership development programs. Skilled in training and supervising staff and instructors, fostering student engagement, and presenting to large audiences. Passionate about empowering students to lead with purpose through inclusive pedagogy, career coaching, and experiential learning.

Areas of Expertise

- Leadership Development
- Academic Advising & Student Success
- Curriculum Development & Instructional Design
- Program Coordination & Strategic Planning
- Intern Supervision & Training
- Budget Oversight
- Relationship Building & Stakeholder Engagement
- Career Coaching & Student Development
- Public Speaking & Presentation
- MAUI, ICON, MyUI, Canvas
- Experiential Learning
- Entrepreneurship
- Curriculum Development & Instructional Design

Professional Experience

Access Consultant, University of Iowa, Iowa City, IA — 2024-Current

Provide individualized support to students in navigating academic challenges, career preparation, and professional communication. Train and supervise student employees, reinforcing best practices in accessibility and digital communication.

- Provide academic advising, leadership coaching, and transition support for undergraduate and graduate students.
- Develop individualized support plans and collaborate with faculty on inclusive course design.
- Lead onboarding, orientation sessions, and academic skills training workshops.
- Train and supervise student staff, integrating inclusive practices and communication strategies.
- Facilitate cross-campus partnerships to streamline academic and co-curricular support systems.
- Advise a diverse caseload of undergraduate students on academic planning, university policies, and transition strategies to support student retention and success.

Assistant Director, Tippie College of Business, University of Iowa, Iowa City, IA — 2022-2023

Supported the administration of business programs, focusing on recruitment, student advising, and academic program coordination. Created marketing materials and digital content for outreach.

- Gained proficiency in University of Iowa systems such as MAUI, MyUI, and ICON.
- Designed and delivered presentations to large student audiences (400+ attendees), speaking at committee meetings, and advisory boards.
- Advised students on academic planning, career pathways, and communication skills.
- Created and managed social media content for student engagement and program outreach.
- Developed and led student workshops on business communication, career readiness, and coaching.
- Created and strengthened relationships with internal and external stakeholders.
- Partnered with faculty and staff across departments to enhance student learning experiences.
- Demonstrated exceptional proficiency in customer service, both written and verbal communication skills, evidenced by successfully advising over 150 students through various modes of interaction.

Teaching Experience, University of Iowa, Iowa City, IA **2019-2023**

Designed and facilitated student-centered courses, integrating digital media tools to enhance engagement. Provided mentorship and academic support while ensuring accessibility for all learners.

- Created and assessed coursework in writing and communication.
- Integrated social media and digital platforms into course materials.
- Provided online instruction and tutoring utilizing SWIPE and ICON.
- Instructional design and course development: Created and assessed coursework, assignments, and evaluations.
- Inclusive learning practices: Supported accessible learning environments by incorporating Universal Design.
- Student-centered pedagogy: Provided personalized guidance and feedback, empowering students to achieve academic growth and improve their critical thinking skills.
- Mentorship and academic support: Acted as a mentor to students, guiding them through challenging topics, encouraging persistence, and promoting academic confidence.

Corporate Experience, Iowa City, IA **2006 – 2022**

Owned and operated two small businesses, overseeing marketing, financial planning, and internship programs for students. Managed sales teams in retail, hospitality, and business education.

- Owned and operated two small businesses; led financial planning, marketing, and internship programs.
- Developed leadership-focused training for student employees and early-career professionals.
- Worked as a career coach for 10 years, specializing in leadership development, and transition planning.
- Developed social media campaigns for business growth and community engagement.
- Led corporate training initiatives in professional communication and customer engagement.

Education & Certifications

MBA: Forthcoming, FA25; University of Iowa, Tippie College of Business, Iowa City, IA

Interdisciplinary Master of Arts in Asian Civilizations: Concentration in Chinese History & Language
University of Iowa, Iowa City, IA, 2023

Bachelor of Science: Political Science & International Relations
University of Iowa, College of Liberal Arts & Sciences, Iowa City, IA, 2016

Certificate in Business Fundamentals, University of Iowa, Tippie College of Business, 2024
Certificate in College Teaching, University of Iowa, College of Education, 2023
Engaging Across Cultures, University of Iowa, International Programs Office, 2022

Technical & Digital Skills

Public Speaking & Presentation Development	**MS Office Suite (Word, Excel, PowerPoint, Outlook)** (10+ years)	**MAUI, MyUI, ICON, WC Online** (Online tutoring & scheduling)
Adobe Acrobat Professional, Canva	**Content Creation & Digital Marketing**	**Social Media Platforms:** Facebook, LinkedIn, YouTube, Twitter
University of Iowa policies, procedures, and regulations.	**Training & Team Leadership**	**Video Conferencing & Webinar Tools** (Zoom, Microsoft Teams)