JOHN DAVID ALLRED, EdD

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| **4319 W 1325 S**  **Cedar City UT 84720** |  | **(435) 590-0556 (cell)**  **(435) 586-7713 (work)**  jdallred52@gmail.com |

# EDUCATION

Ed.D., University of Utah, Salt Lake City, Utah, May 2013

Program: Educational Leadership and Policy

Capstone Project: Assessment of DegreeWorks as a Retention Tool at Southern Utah University

M.A., Bowling Green State University, Bowling Green, Ohio, May 1999

Program: College Student Personnel

B.A., Weber State University, Ogden, Utah, December 1993

Major: Business Administration / Marketing

Minor: Japanese

# PROFESSIONAL EXPERIENCE

## assistant vice president for Academic records & Student Services

**Southern Utah University**, Cedar City, UT July 2015 to present

Supervise a staff of 22 (5 professional, 17 classified). Specific responsibilities include those noted for University Registrar below as well as oversight for Services for Students with Disabilities, Financial Aid & Scholarships, and Testing & Tutoring Services.

* Member, Student Affairs Cabinet
* Member, Enrollment Management work team
* Member, Statewide work team for transfer articulation
* Member, Net Tuition Revenue work team
* Ex-officio Member, Undergraduate Curriculum Committee, Graduate Curriculum Committee, General Education Committee, Dean’s Council, Graduate Council

## Interim assistant vice president for records and assessment

**Southern Utah University**, Cedar City, UT July 2014 to July 15

Supervise a staff of 16 (2 professional, 6 classified and 8 students). Specific responsibilities include those noted for University Registrar below as well as all assessment activities for the Division of Student Services.

## Interim executive director of enrollment services

**Southern Utah University**, Cedar City, UT May 2013 to July 2014

Specific responsibilities include those noted for University Registrar below in addition to supervision of Admissions processing, International student admissions, Financial Aid & Scholarships, and the Enrollment Services One-Stop.

## university Registrar

**Southern Utah University**, Cedar City, UT August 2010 to May 2013

Supervise a staff of 16 (2 professional, 6 classified and 8 students). Specific responsibilities include: Leadership and vision for management of all academic records activities for SUU. Including custodian of SUU student educational records, supervision of class scheduling, transfer credit evaluations, degree and certificate audits and posting, academic record maintenance and verification, and all aspects of the registration process, athletic eligibility evaluation, and electronic degree audit processes, Veteran student services, and curriculum maintenance in the Banner Student Information System.

* University FERPA Officer
* Member, Statewide work team for transfer articulation
* Member, University Executive Retention Team, Assessment, FIG, and Mentoring Project SEAL teams, Student Services Leadership team, Student Services Directors team;
* Ex-officio Member, Undergraduate Curriculum Committee, Graduate Curriculum Committee, General Education Committee, Dean’s Council, Graduate Council;

## university Registrar

**University of Alaska Anchorage**, Anchorage, AK August 2007 to August 2010

Supervise a staff of 22 (1 professional, 19 classified and 2 students). Specific responsibilities include: Leadership and vision for management of all academic records activities for UAA and its extended campuses and sites. Including custodian of UAA student educational records, supervision of class scheduling, catalog and schedule production, transfer credit evaluations, degree and certificate audits and posting, academic record maintenance and verification, and all aspects of the registration process, athletic eligibility evaluation, and degree audit processes, maintenance of GoArmyEd POC records.

* University FERPA Officer
* University GoArmyEd POC
* Data steward, student module for Banner system;
* Member, Statewide workteams for Registration, Academic History, Workflow, Transfer Evaluation, Security, DegreeWorks, and Banner Student;
* Member, University Strategic Enrollment Group;
* Ex-officio Member, Faculty Senate Undergraduate Academic Board & Graduate Academic Board, Graduate Council;
* Member, Statewide Transfer Taskforce;

## university Registrar

**Weber State University**, Ogden, UT June 2006 to August 2007

Supervise a staff of 38 (4 professional, 14 classified and 20 students). Specific responsibilities include: Development and implementation of registration policies and procedures, adjudication of University waiver process, records management, degree certification, University FERPA compliance officer, various personnel functions, service on various University committees, oversee certification of honors and eligibility for participation in athletics and student activities.

* Development online FERPA training for ongoing campus and new employee training;
* Member, Board of Regents Articulation standing committee;

## Interim University Registrar

**Weber State University**, Ogden, UT September 2005 to June 2006

Supervise a staff of 38 (4 professional, 14 classified and 20 students). Specific responsibilities include: Development and implementation of registration policies and procedures, adjudication of University waiver process, records management, degree certification, University FERPA compliance officer, various personnel functions, service on various University committees, oversee certification of honors and eligibility for participation in athletics and student activities.

* Development and implementation of grade intake process for Banner system.
* Reworked petition process and committee involvement.

## Associate Registrar

**Weber State University,** Ogden, UT Dec 2004 to September 2005

Supervise a unit of 1 professional, 3 classified and 2 student-staff. Specific responsibilities include: athletic eligibility verification and tracking, verification of graduation requirements, review of waiver requests for exception to University policy, assist with university commencement exercises, implementation and tracking of Banner CAPP system..

* Developed an electronic tracking form to record athletic eligibility and percentage toward degree completion information.
* Member, Student Code revision committee.

## Associate Director of Admissions

**Weber State University**, Ogden, UT Oct. 2001 to Dec 2004

Supervise a unit of 4 professional, 6 classified and 27 student-staff and manage an operating budget of $135K. Specific responsibilities include: undergraduate enrollment management, the admissions intake function, prospective student tracking and communication, database management, professional staff development, student leadership and scholarship selection, implementation of new student orientation, and transfer student advisement.

* Recorded Weber State’s largest enrollments over a four-year period Fall 1999 to Spring 2003.
* Implemented new Transfer Student advising and admissions model resulting in a reduced bottleneck for new transfer students to the University.
* Member, Student Code Revision Committee assigned to update our student code to ensure that technology and other current issues are adequately addressed.
* Assisted in the implementation of a statewide web based resource for high school students and counselors.
* Implemented cross training model in Admissions intake resulting in higher staff productivity and more efficient front-line staff decision-making.

## Coordinator, Student Recruitment & Orientation Services

**Weber State University,** Ogden, UT Oct 1998 to Oct 2001

Supervised unit of 24 professional, classified and student staff and managed an operating budget of $65K. Specific responsibilities included: undergraduate enrollment management, prospective student tracking and communication, database management, professional staff development, division-wide assessment planning, student leadership and scholarship selection, implementation of new student orientation.

* Oversaw the implementation of the Noel-Levitz Enrollment Management Actions System (EMAS) for tracking and communicating with prospective students.
* Co-chaired the University Diversity Action Team for recruitment and retention.
* Developed student leadership Admissions Ambassador program including: scholarship development, evaluation, leadership course, and tracking.
* Qualified to administer and interpret the Myers-Briggs Type Indicator
* Implemented collaborative model in sharing resources between Student Recruitment and Orientation offices.

### Assistant Director of Residence Life & Housing, Special Interest Housing

**Heidelberg College**, Tiffin, OH May 1997 to May 1999

Responsibilities included the development of a Cooperative Learning Community program where none existed previously. Advised a first-year building with 160 students, supervising eight Living-Learning Communities with 52 participants, advised the Campus House Council, supervised a Resident Assistant staff team of six students, and adviseda Hall Council.

* Created Campus House Council and established communication lines within the organization.
* Developed selection, reporting, and evaluation programs for the Cooperative Learning Community program.
* Developed Drug and Alcohol “New Options” education program including goal setting, alcohol and drug education, participation in the Alcohol 101 national alcohol education program.
* Member, Campus Judicial Team. Reviewed all student code infractions and met individually with students to determine whether sanctions were necessary and assigned said sanctions.
* Member, Ohio 31 Drug and Alcohol Awareness Taskforce. Developed an alcohol-free finals week activity program.
* Developed Resident Assistant training and leadership courses.

### Admissions Adviser

**Weber State University**, Ogden, UT Nov 1994 to May 1997

Responsibilities were to develop and execute the recruitment plan for prospective Weber State University students and~~;~~ to promote Weber State throughout the state of Utah and surrounding states at all receptions and programs. Designed university advertising material, including: print, mail, visual and electronic media. Developed and executed campus visitation program. Promoted and awarded university scholarships.

* Nominated as “Friend of Students” at annual university Crystal Crest award ceremony.
* Outstanding Service Award, Sigma Alpha Epsilon Fraternity

#### PROFESSIONAL, COMMUNITY, & EDUCATIONAL LEADERSHIP

* SUCCESS Academy Community Council Chairperson April 2015 to present
* North Elementary School Community Council Chairperson August 2010 to May 2015
* Cedar Middle School Community Council Chairperson August 2010 to present
* Iron Fist Tae Kwon Do Steering Group January 2012 to June 2014
* UACRAO Institutional Representative 2010 to present
* UACRAO Professional Development Track Chair July 2014
* University of Alaska Statewide Registration Workteam Chair June 2008 to February 2009
* University of Alaska Statewide Workflow Workteam Chair August 2007 to June 2009
* UACRAO President June 2006
* UACRAO President – Elect June 2005
* UACRAO Vice President June 2003-04
* Student Advisory Co-Chair – ELP Department – University of Utah 2004-2005
* Utah Council President, July 2001 to July 2004
* Utah Council Tour Coordinator July 2000 and 2001
* Member AACRAO, PACRAO, UACRAO, NASPA
* Local Area Leader/ (Member – High Council), LDS Church
* Venture and Varsity Scout Leader, Boy Scouts of America
* 1st Counselor, Tiffin Ohio Area Organization Leadership, LDS Church
* Local Men’s Organization President, LDS Church
* Alumni and Faculty/Staff Adviser, ΣAE Men’s Fraternity

##### COURSES & SELECTED PRESENTATIONS

* UNIV 1050 – College Student Success: This course focuses on student success through systematic exploration of values and skills. It is designed to help launch students' university careers successfully.
* Mission Objective – Graduation, Seal Team Six at SUU presenter, UT NASPA, October 10, 2014
* FERPA Training presenter, New Faculty Training, August 2014
* Banner Self-Service Training, presenter, New Faculty Training, August 2014, 2015
* FERPA Training presenter, mandatory new employee and refresher training, Fall & Spring 2006-07
* Myers-Briggs Type Indicator Testing Evaluation and Training presenter, SUU Enrollment Services Retreat 2010
* Myers-Briggs Type Indicator Testing Evaluation and Training presenter, UACRAO Annual Conference Keynote Presenter 2004, FYE Course, University of Utah SALT –team, CEU Ambassadors, Utah Council, DSC Ambassadors, SUU Ambassadors, USU Advisement Training, 2001-2004. Target Audience: student leaders, professional staff, statewide recruitment specialists, university administration
* Orientation Do’s and Don’ts? presenter, Orientation Group Leader Training, April 2001, April 2002
* Outcomes Assessment for Non-Academic Departments? presenter, Campus Assessment Taskforce, February 2001
* Ethics in Leadership: Is that your final answer? presenter, WSUSA Winter Leadership Retreat, February 2001
* Do You See Their Style; Personalities in Leadership presenter, WSUSA Fall Leadership Retreat, fall 2000
* High School Tour, Opening Presentation, Utah Council Training Retreat presenter, summer 2000
* Technology in Recruiting, Cat Pause presenter, fall 2000
* Higher Ed 1010, Utah Council presenter, numerous occasions’ fall 1999 thru fall 2004
* Financial Aid & Scholarship Opportunities within the Utah System of Higher Education, fall 1999 & spring 2000
* ABC’s of WSU, fall Orientation presenter, various sessions, Summer 2000, 2001, 2002
* EMAS for Dummies Workshop, presenter Weber State University, June 2000, Summer 2001, Summer 2002, Spring 2005.
* Higher Education and Resume Workshop Presentation, Aaron’s Camp, June 2000
* Teamwork and Leadership Workshop Presenter, Laurel Legacy, June 2000
* Leadership Presenter, Heidelberg College IRHC Leadership Conference, fall & spring semesters, 1997 & 1998

**REFERENCES FOR DR. JOHN D. ALLRED**

**Lora Volden**

University Registrar

University of Alaska Anchorage

3901 Old Seward Highway

Anchorage AK 99503

(907) 786-1560 (office)

(907) 786-4888 (fax)

[anllv@uaa.alaska.edu](mailto:anllv@uaa.alaska.edu)

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**Dr. Matt Barton**

Associate Professor of Communication

Director, Masters of Communication Program

Southern Utah University

351 W University Blvd

Cedar City UT 84720

(435) 586-7970 (office)

(435) 865-8352(fax)

[bartonm@suu.edu](mailto:bartonm@suu.edu)

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**Dr. Stephen Allen**

Vice Provost for International Admissions

Southern Utah University

351 W University Blvd

Cedar City UT 84720

(435) 865-8499 (office)

(435) 865-8393 (fax)

[allens@suu.edu](mailto:allens@suu.edu)

**Dr. Jared Tippets**

Vice President for Student Affairs

Southern Utah University

351 W University Blvd

Cedar City UT 84720

(435) 586-7710 (office)

(435) 865-8393 (fax)

[jaredtippets@suu.edu](mailto:jaredtippets@suu.edu)

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**Kristin Wiggins**

Academic Evaluator / Information Coordinator

Southern Utah University

351 W University Blvd

Cedar City UT 84720

(435) 865-8614 (office)

(435) 865-8640(fax)

[wiggins@suu.edu](mailto:anllv@uaa.alaska.edu)