

Christopher Derickson

Objective

The position of Assistant Provost and University Registrar at the University of North Carolina – Chapel Hill.

Education

1997 – present American University Washington DC

PhD, History

Dissertation Title: “Jesus Was a Capricorn”: Kris Kristofferson and a Changing Country Music Culture, 1965-1985.

1994 - 1997 American University Washington DC

Master of Arts, History

Phi Alpha Theta Honor Society

1991 - 1994 Rutgers University Camden, NJ

Bachelor of Arts, History

Highest Honors

Professional experience

2007-present University of North Carolina Chapel Hill, NC

Associate University Registrar for Records/Team Lead for Student Records for ConnectCarolina project

- As Associate University Registrar, oversee all processes associated with grading, degree audit, NCAA certification, and maintenance of all student records. Directly supervise a staff of five, including one Assistant Registrar. Also have served on several university committees including as chair of the academic eligibility committee.
- As Team Lead for Student Records and Academic Advisement streams, oversee and maintain the project plan and all activities associated with the effort to implement PeopleSoft Campus Solutions. Directly supervise four business analysts and five consultants. Primary responsibility is to ensure that all requirements for the entire campus are gathered and configured in order to ensure that PeopleSoft will meet the needs of the campus for Class Scheduling, Registration, Grading, Reporting, Transcripts, and any other processes associated with Student Records. Also oversee the major effort of the project to convert all electronic records dating as far back as 1953 in order to establish a complete record and, ultimately, an exact transcript for all of these students in PeopleSoft. In addition, as Lead for the Academic Advisement stream, overseeing the effort to build a fully functional and accurate degree audit system for all undergraduate students, which has included coordination with the Office of Undergraduate Curriculum in an effort to validate and make corrections to the Undergraduate Bulletin to accurately reflect degree requirements for all majors.
- Beginning in June 2008, asked to serve as Stakeholder for Student Records, and also serving on the Document Management Steering Committee, PID Working Group, Management of Affiliated Persons Policy Committee, and as chair of Student Records Advisory Group.

2004-2007 American University Washington, DC

Supervisor of Academic Records Services/Special Advisor to University Registrar

- Directed all academic records services for university community, including final and mid-term grade reports, student hiatuses and/or withdrawals, degree eligibility/graduation clearance, petitions to academic regulations, and various data reports for the academic units on campus.
- Oversaw the enrollment activity and grading process for the Consortium of Universities of the Washington Metropolitan Area, which is comprised of 14 area universities and colleges and allows cross-registration and enrollment for students in the participating institutions.
- Supervised full-time staff of three and part-time staff of five to eight, including work study students.
- As temporary and part-time Special Advisor to University Registrar from January 2004 to January 2005, I assisted on special projects and helped in transition and re-organization of the records division and degree clearance division of the Registrar's Office.

2001 – 2003 American University Washington DC

Director of Graduate Admissions and Financial Aid, School of International Service (SIS)

- Oversaw an increase in applications of greater than 45% in each of my two years as Director of Admissions, which made SIS the most applied to school of International Affairs in the country.
- Coordinated admissions decision-making process for eleven MA programs and the PhD program in International Relations.
- Designed and implemented marketing and recruiting plans for the graduate programs of the school, including all admissions print and web-based materials.
- Managed the merit financial aid process for the school and administered the graduate assistantship program with the SIS faculty.
- Supervised a full-time staff of two, including an Assistant Director of Admissions and an Administrative Assistant, and a part-time staff of ten.

1996 – 2001 American University Washington DC

Academic Advisor, School of International Service (SIS)

- Provided primary academic advising for more than 250 undergraduate students, including all new transfer students from 1996-1999 and all new freshmen from 1999-2001.
- Conducted orientation for new undergraduates in the School of International Service and organized all recruiting activities for the school, including events such as Transfer Day and SIS Day.
- Served as the Dean's designate for SIS undergraduate advisors in deciding all matters related to academic regulations and the University conduct code.
- Oversaw both the University Honors program for the School of International Service and NCAA compliance process for SIS student athletes.

1995 – 1996 American University Washington DC

Degree Audit Coordinator, Office of the University Registrar

- Implemented and maintained the Degree Audit Reporting System (DARS) for all undergraduate programs, and oversaw the transfer articulation process for all incoming transfer students.
- Conducted training and orientation sessions for all university personnel who utilized the DARS program.
- Designed a new mid-term grading system with the Associate University Registrar and then implemented that system for all undergraduate courses.
- Served as consultant to all undergraduate academic advisors and registration counselors on graduation requirements.

1994-1995

American University

Washington DC

Records Specialist, Office of the University Registrar

- Evaluated student records for the fulfillment of graduation requirements and cleared students for graduation.
- Counseled and registered students for appropriate coursework.
- Ordered and distributed diplomas for all graduating students, and edited and prepared commencement material for publication.

Awards received

Outstanding performance by a staff member, 1999-2000 & 2002-2003.