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EDUCATION

University of Missouri-Rolla*
Bachelor of Arts, History, 1997

University of Kansas
Master of Science in Education, Higher Education, 1999

EXPERIENCE

Associate University Registrar, Office of the University Registrar, University of Virginia, 2006-Present

- Share responsibility for the overall leadership of the Office of the University Registrar.
- Provided direct leadership for the Operations Unit in the Office of the University Registrar.
- Serve as the liaison between the Office of the University Registrar and the Student System Project, and lead the office's efforts toward the implementation of PeopleSoft as the student information system.
- Established a definition of the purpose of the University's official academic transcript based on AACRAO guidelines, which led to University agreement on a proposal for major changes in the content of the official academic transcript.
- Proposed and guided the renumbering of University courses from a three-digit to a four-digit numbering scheme.
- Successfully proposed significant changes to the University's commencement program in order to simplify and streamline its production, while bringing it in line with the majority of peer institutions.
- Altered the course scheduling process to reduce the number of changes once the schedule was made available to students and after they were enrolled.
- Initiated the formation of a group, with representation from each school, in order to share information and discuss common student records issues.
- Along with the University Registrar, met with leadership from each school, to facilitate bringing their student record practices in line with recommendations resulting from the Southern Association of Colleges and Schools accreditation review.
- Serve as an administrative member of the College of Arts and Sciences Committee on Educational Policy and Curriculum.
- Led the implementation of the first course catalog to be integrated with class scheduling at the University.
- Served as a member of the committee for a RFP to acquire consulting services for the implementation of PeopleSoft as the student information system.
- Develop and deliver training on the PeopleSoft student information system.
- Collaborated to determine appropriate security for users of the PeopleSoft student information system.
- Participated in the mapping of data for conversion between student information systems.
- Conduct testing of the PeopleSoft student information system.
- Drafted business process flow diagrams related to student records processes.
- Work as part of a team in order to integrate the PeopleSoft student information system and the Sakai course management tool.
- Participated in the implementation of an interface between the PeopleSoft student information system and Resource 25 room scheduling software.
- Encouraged the formation of a Student Records User Group at the University for the PeopleSoft student information system.

- Provide production support following the go-live of PeopleSoft student information system components.
- Led the drafting of significant revisions to the University's policy related to the Family Educational Rights and Privacy Act (FERPA), which brought the policy into compliance.
- Developed content for a University-wide FERPA tutorial.
- Provide FERPA training for various University departments and schools.
- Proposed changes that led to the simplification of students' options related to the restriction of the release of their directory information under FERPA.

Assistant Registrar, Office of the Registrar, University of Missouri-Rolla*, 1999-2006

- Led two functional areas that included two other professional positions and five support staff positions.
- Participated in and led portions of the implementation of PeopleSoft as the student information system.
- Conducted testing and data validation with the PeopleSoft student information system.
- Determined the appropriate level of security to be granted to individual instructors and advisors within the PeopleSoft student information system.
- Worked as part of a team to implement an interface between the PeopleSoft student information system and the Blackboard course management system.
- Contributed to the successful upgrade of the PeopleSoft student information system to a new version.
- Revised, edited, and produced the Schedule of Classes for course offerings each semester.
- Scheduled and reserved campus classrooms.
- Maintained the Office of the Registrar web site.
- Assisted students petitioning to gain resident status for educational fee assessment.
- Created the final examination schedule each semester.
- Reported the official campus enrollment each semester.
- Led the campus's implementation of Series 25 software for scheduling of academic space.
- Guided the transition to new standard meeting times for campus course offerings.
- Redesigned the Office of the Registrar web site in order to improve on its functionality and organization.
- Played a critical role in the successful implementation of on-line grade submission.
- Transformed the Schedule of Classes from a paper publication into electronic documents available through the Office of the Registrar web site.
- Collaborated to create a comprehensive Commencement web site hosted on the Office of the Registrar web site.
- Served on the committee that established the institution's first student learning community.
- Supervised the professional position that coordinated the Office of the Registrar role for Commencement.
- Oversaw maintenance of the course catalog database.
- Supervised publication of the annual Undergraduate and Graduate Catalog, and the biennial Student Academic Regulations.
- Represented the Office of the Registrar on the Campus Curriculum Committee.
- Advised department chairs and deans on issues related to the management of course capacities.
- Interpreted and applied FERPA and Solomon Amendment regulations for the Office of the Registrar.

Graduate Assistant, Business Advising Center, University of Kansas, 1997-1999

- Provided academic advising to undergraduate Pre-business and Business students.
- Verified student completion of degree requirements as part of the Application for Degree process.
- Allocated scholarships for Pre-business and Business students.
- Assisted in the update and revision of articulation agreements.

Intern, Office of the University Registrar—Enrollment Services, University of Kansas, 1998

- Evaluated petitions for tuition and fee adjustments.
- Reviewed and made recommendations regarding procedures for the handling of registration, as well as tuition and fees, from classes offered at off-campus locations.

PROFESSIONAL MEMBERSHIP

- American Association of Collegiate Registrars and Admissions Officers, 1999-Present.
- Missouri Association of Collegiate Registrars and Admissions Officers, 1999-2006.
- Southern Association of Collegiate Registrars and Admissions Officers, 2006-Present.
- Virginia Association of Collegiate Registrars and Admissions Officers, 2006-Present.

PROFESSIONAL SERVICE AND INVOLVEMENT

- AACRAO Member Services Committee, 2005-Present, Vice-Chair 2006-2008, Chair 2008-2009.
- AACRAO Leadership Meeting, 2007-2008.
- AACRAO Annual Meeting, Session Facilitator, 2001, 2003-2005, 2008.
- AACRAO Annual Meeting First-time Attendees Breakfast, Facilitator, 2002.
- MACRAO Record and Registration Committee, 2005-2006.
- MACRAO Nominating Committee, 2004-2005.
- MACRAO Vice President for Membership, 2002-2003.
- SACRAO Annual Meeting Physical Arrangements, 2008.
- VACRAO Nominations and Auditing Committee, 2007.

PROFESSIONAL PRESENTATIONS

- “My Fellow AACRAOans: Ask not what AACRAO Can Do For You, But Together What We Can Do For AACRAO and Higher Education.” AACRAO Annual Meeting, 2007.
- “For Your Eyes Only! FERPA: Basics and Beyond.” VACRAO Annual Meeting, 2007.
- “Mommy . . . What is a Registrar?” VACRAO Annual Meeting, 2006.

PROFESSIONAL DEVELOPMENT

- The Registrar’s Summer Institute at Aspen, 2003.
- AACRAO Annual Meeting attendance, 2000-2009.
- AACRAO Family Educational Rights and Privacy Act Workshop, 2000.
- MACRAO Annual Meeting attendance, 1999, 2001-2003, 2005.
- SACRAO Annual Meeting attendance, 2007-2008.
- VACRAO Annual Meeting attendance, 2006-2007.
- The Art of Mindful Coaching Retreat, University of Virginia Leadership Development Center, 2006.
- Mid-level Leaders Program, University of Virginia Leadership Development Center, 2006.

*The University of Missouri-Rolla was renamed the Missouri University of Science and Technology on January 1, 2008.