**Jon R. Westover**

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# Professional Experience:

**North Carolina State University** July 2018 – Present

**Raleigh, NC**

Associate Vice Provost & Director of Admissions

* Oversee all facets of undergraduate admissions recruitment for new freshman, transfer and international students totaling more than 6,000 new students from more than 35,000 applications annually.
* Responsible for hiring, training, and overseeing the professional development of an admissions office staff of 30.
* Coordinate admissions requirements and guidelines in consultation with College Deans.
* Procure, implement, and integrate recruitment and admissions-related technologies.
* Develop Long Range Strategic Planning for Admissions.
* Develop and manage the Admissions Office Budget.
* Manage the selection process for all incoming undergraduate athletes.
* Serve on the Enrollment Management leadership team.

## **University of Massachusetts Amherst** September 2005 – July 2018

**Amherst, MA**

Senior Associate Director of Admission, Office of Undergraduate Admissions

* Managed all facets of the freshman application selection process that totaled over 43,000 applications annually.
* Led and directed strategic freshmen recruitment initiatives including counselor travel territories, college fair events, on and off campus events and general management issues.
* Directly hired, supervised, trained, and evaluated 16 professional staff members and upwards of 10 part-time application readers.
* Served as liaison to the Athletic Department for all freshman recruitment issues and review of applicants for initial eligibility.
* Served as liaison to the Sport Management Department for review of all freshman applicants.
* Served on admissions office core management team with other Senior Associate Directors to support day-to-day operations of the Undergraduate Admissions Office.
* Coordinated fall and spring off-campus events for prospective students, their families and guidance counselors.
* Served on the Slate implementation team.

## **The College of Saint Rose** July 2001- August 2005

**Albany, NY**

Senior Associate Director of Undergraduate Admissions/Associate Director

* Responsible for the management of day-to-day operation of the Undergraduate Admissions Office.
* Created weekly reports in areas of enrollment trends by academic program, travel territory, ethnicity, admissions category, the success of campus visits, and the academic profile through the use of Microsoft Access and Banner Admissions Software.
* Trained and supervised counseling staff and support staff.
* Oversaw daily and weekly meetings with counseling and support staff.
* Reviewed financial aid packages and scholarship determinations.
* Reviewed admission applications for final recommendation to the Admissions Committee.
* Liaison to the ACCESS/HEOP Program and Athletic Department.
* Coordinated on-campus and off-campus recruitment events and presentations for School Counselors, prospective students, and their families.
* Managed selection of, and participation in College Fair Programs and other recruitment activities.
* Directed and coordinated recruitment activities in Westchester, Sullivan, Putnam, Orange, and Dutchess Counties of New York State and New Jersey.
* Interviewed prospective students and met with their families.

## **Alfred University** August 1998 – July 2001

## **Alfred, NY**

## Assistant Director of Admissions/Admissions Counselor

* Managed all facets of recruitment, including high school visits, college fair programs, off-campus interviews, and the use of alumni volunteers. Recruitment territories included the Capital District and North Country Regions of New York State, Western Pennsylvania, Ohio, Michigan, and Colorado.
* Managed recruitment of students in areas not traveled by the Admissions staff through the use of mailings, emails, and phone calls.
* Coordinator for the Student Calling program. Oversaw a staff of two student coordinators and twenty-two callers.
* Co-Coordinator for the Overnight Hosting Program. Supervised two student coordinators who paired Alfred students with prospective students who visited campus and stayed overnight.
* Served as the Admission liaison for the College of Business, College of Engineering and Professional Studies, and Department of Athletics.
* Reviewed all applications from recruitment regions and served as a member of the Admissions Committee awarding scholarships.
* Responsible for interviewing prospective students and meeting with families, participation in on-campus activities, including open house programs for prospective and accepted students.

## **University at Albany, State University of New York** May 1997- July 1998

## **Albany, NY**

## Admissions Counselor/Graduate Assistant/Intern – Undergraduate Admissions

* Participated in the review, completion, admission, and evaluation of undergraduate applications for domestic and international freshman and transfer students.
* Supervised student tele-counselor and tour guide staff.
* Interacted with prospective students, high school and college transfer counselors, community college deans, and faculty on matters pertaining to undergraduate admissions and transfer credit matters.

### Professional Development and Affiliations:

**National Association of Student Financial Aid Administrators (NASFAA) Forward 50**

Selective group of 50 forward-thinking campus leaders selected from nation-wide candidate pool and tasked with developing policy solutions that will help surmount obstacles preventing students from enrolling in, paying for, and graduating from college.

## **New England Association for College Admission Counseling**

## Chair, Governmental Relations Committee, 2007-2010

## Delegate to National Assembly, 2008-2011, 2014-2017

## Treasurer, June 2010 – June 2013

## Summer Institute Faculty Member, 2012 – 2014

## President-Elect, 2014-2015

## President, 2015-2016

## Immediate Past President, 2016-2017

* Chair, Nominating Committee 20-17-2018

## **National Association for College Admission Counseling**

## Governance and Nominating Committee member, 2019-present

## Chair, Governmental Relations Committee 2005- 2007, Committee member 2003-2005

## Member of Presidents Council 2014-2017

## **New York State Association for College Admission Counseling**

## Executive Board Member, March 2001-August 2005,

## Co-Chair Governmental Relations Committee - Appointed March 2001, reappointed June 2004. Committee member June 2000 – March 2001.

## **Steering Committee Member and Presenter**, New York State Legislative Forum, 2001-2005.

**National Association for College Admission Counseling Legislative Conference**, Washington, D.C., 2001- 2008. Presenter 2002-2007.

**National Association for College Admission Counseling Annual Conference**, attendee 2001-2016; presenter 2003-2007, & 2015.

## **New England Association for College Admission Counseling Annual Meeting & Conference –** attendee 2006-2017; presenter 2006-2011, 2013, 2015-2017.

## **New York State Association for College Admission Counseling Annual Conference –** attendee 1998-2005; presenter 2001-2005.

**Education:**

**University at Albany, State University of New York**

M.S. Educational Administration and Policy Studies, Concentration in Higher Education, May, 1998.

**State University of New York at Potsdam**

B.A. Political Science, May, 1995.