

MATTHEW SHAW

[Online Portfolio](#)

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EXPERIENCE

STANFORD UNIVERSITY

Stanford, California

Associate Registrar, Degree Progress & Tuition Assessment

December 2014 – Present

- Develop and oversee programs and tools for delivery of student services such as degree progress, tuition assessment, external credit evaluation and academic policy/planning audits
- Provide strategic direction for and manage school-wide student services programs, including forecasting, planning, managing and assessment of student related programs and initiatives
- Manage processes, projects, and third-party vendors to implement the strategic goals of the Office of the University Registrar
- Lead university-wide initiatives and campaigns; develop long range planning and policy development on behalf of the university
- Evaluate and recommend the technological needs and effectiveness for delivery of student programs
- Manage the work of degree progress registrar staff and occasional temporary staff, make hiring decisions, provide coaching and mentoring, and manage performance and staffing levels
- Review exceptions to University, program or unit policies and procedures, settle grievances
- Identify, negotiate with, and manage relationships with external and internal partners
- Ensure compliance with legal, financial, and university policies and external regulations

STANFORD UNIVERSITY

Stanford, California

Business Systems Analyst, Student Records

March 2013 – December 2014

- Analyzed complex business needs, rules, and performance goals to recommend and implement technology and process improvements to senior management within the Student Affairs division
- Performed production support activities including evaluating vendor patches/fixes, system configuration, performed data cleanup and functionality testing to support student records data integrity in the following applications: Peoplesoft, Business Intelligence (BI) portal, Liferay, Roambi data visualization application and R25/25Live scheduling platforms
- Conducted fit/gap analyses to identify project alternatives that minimize system modification to meet systems requirements; where enhancements are required, determined their feasibility, identified options, and recommended solutions
- Created complex analytic SQL queries on large data sets to provide advanced methods of analysis for student records' administrators
- Evaluated and reviewed all submitted content for mass email publications and managed the communication generation systems process for the student records division

STANFORD UNIVERSITY

Stanford, California

Senior Course & Scheduling Specialist

June 2011 – March 2013

- Provided ongoing training and consultation to schools, departments, faculty and staff on issues related to course set-up, enrollment management and event scheduling to ensure all department course and event requests fell within University policies
- Analyzed prior term data and reviewed department requests to schedule approximately 3000 courses, 200 classroom spaces and 500 events across campus each quarter
- Managed the PeopleSoft course management database to audit the accuracy of data entered into the Student Information System by 100+ departmental staff

- Supervised the University's online course evaluation process to assure accurate data response from students on course instruction and effectiveness
- Assisted with handling complex processes such as Prior Term Copy, Schedule25 room assignment and final exam scheduling to compile the quarterly schedule of classes and audit for possible time conflicts
- Developed and updated the Course & Event Scheduling website content via the Drupal content management system to provide training materials and academic calendar updates for students, faculty and departmental staff members

UNIVERSITY OF SOUTHERN CALIFORNIA

Los Angeles, California

Degree Progress Analyst

August 2010 – June 2011

- Provided policy/procedural information and clarification to students, academic advisors, faculty and staff relating to academic matters such as transfer credit evaluation, course and degree requirements, processing of diplomas, and exceptions to academic policy for both undergraduate and graduate degree programs
- Encoded and updated University degree requirements via the Degree Audit Report System (DARS) to ensure accuracy of academic program sub-requirements reflected in the current University catalogue
- Interpreted NCAA division I rules and regulations in accordance with University related procedures to monitor satisfactory degree progress in determining NCAA student athlete eligibility
- Analyzed and evaluated transfer credit statements and course pre-approvals for undergraduate students, including general elective credit, course equivalency and/or other degree requirements
- Managed and participated in special teams of degree progress counselors that assist in evaluating, enhancing, and creating new internal practices, policies and procedures

SAN JOSE STATE UNIVERSITY

San Jose, California

Compliance /Admissions/Academic Services Assistant

August 2009 – July 2010

- Prepared initial transcript evaluations of prospective student athletes to determine student eligibility per the NCAA Eligibility Center requirements
- Implemented an interactive academic progress rate (APR) database for student athlete academic monitoring and projections
- Created NCAA legislation manuals/presentation materials for athletic department educational sessions
- Compiled background research on previous NCAA legislation for use in potential cases of restoration of student athlete eligibility and drafted eligibility status reports for all coaching staffs
- Managed data review in the NCAA's Legislative Services Database (LSDBI) and Compliance Assistant Internet (CAI) database
- Advised at-risk student athletes to monitor academic progress and to ensure student athlete eligibility

EDUCATION

UNIVERSITY of COLORADO at BOULDER

August 2000 – May 2004

Leeds School of Business, Area of Emphasis: *Human Resources Management*

Bachelor of Science, Business Administration

Cumulative GPA: 3.50, Area of Emphasis GPA: 3.71

- Dean's List Honors: Fall 2001, Spring 2002, Fall 2003, and Spring 2004 semesters

MICHIGAN STATE UNIVERSITY

August 2012 – Present

College of Education

Masters of Arts, Educational Technology (in progress)

Graduate Certificate, Online Teaching and Learning (Spring 2015)

Cumulative GPA: 4.00