J. Jeffrey Burdic
125 HLH
College of Business
University of Nebraska-Lincoln
Lincoln, NE 68588

Work Experience

Assistant Director: Undergraduate Programs, College of Business Administration
>   2010 to present, University of Nebraska, Lincoln, NE

Academic Advisor: Undergraduate Programs, College of Business Administration
>   2002 to 2010 University of Nebraska, Lincoln, NE

Associate Professor: Business Administration
>   1995 to 2002 Grace University, Omaha, NE

Associate Professor: Business Administration, Providence College
>   1992 to1995, Otterburne, Manitoba, Canada

Dean of Students: Northwest Baptist Theological College
>   1991 to 1992, Langley, British Columbia, Canada

Assistant Professor: Business Administration Trinity Western University
>   August 1984 to August 1990, Langley, British Columbia, Canada

Business Instructor: Rockmont College
>   August 1979 to August 1980 and August 1983 to August 1984, Lakewood, CO

Dean of Students: Rockmont College,
>   July 1980 to August 1981, Lakewood, CO

Cottage Counselor: Boys Town,
>   August 1971 to December 1972, Boys Town, NE

Awards

Distinguished Service Award, College of Business Administration Nominee, 2020
Distinguished Service Award, College of Business Administration Nominee, 2013
Certificate of Recognition, UNL Parents Association, 2008, 2010, 2011 & 2012
Kudos Award, University of Nebraska Regents, 2008
Distinguished Service Award, College of Business Administration, 2007
Outstanding Undergraduate Academic Advising, Student Foundation Builders Award
>   Nominee, 2007 and 2008

Educational Degrees

Post Masters, Twelve hours Education and Educational Administration classes
M.B.A. University of Nebraska-Lincoln
M.A. Christian Education, Denver Seminary
B.S. Psychology, Eastern New Mexico University

Computer Skills

WebFOCUS is the primary software used to make inquiries from the *PeopleSoft* database.

Talisma is a customer database program used by the Office of Admissions. We use it for accessing information in applicants and unmatriculated admits.

Starfish (MyPlan) is a program, which allows students to schedule appointments online, and it saves advising notes, making them available across campus. It also allows faculty and others to "flag" students who are having problems.

MyRed (MavLink) MyRed is the name for the PeopleSoft student and staff interface at UNL.

WebNow is a digital document storage and processing system. We use this software to maintain documents relating to admission and records. It also provides the system for evaluating and substituting transfer credit.

MS OFFICE, especially *Word and Excel* are used daily.

Adobe Acrobat primarily used for editing PDF documents and creating PDF forms.

Professional Development

NACADA Region Eight Conference 2020
NACADA Drive-in Conference, September 2012
Region Six Conference, NACADA, May 2010 & 2011
Assessment Seminar, NACADA, February 2007
Effectively Engaging Faculty in Academic Advising Seminar, NACADA, June 2006
StrengthsQuest Coach, *Gallup* May 2006
Building a Strengths Based Campus, Gallup, January 2005