

Matthew G. Matyasovsky

EDUCATION

2015 – Present *West Virginia University* *Morgantown, WV*

- Ph.D. – Higher Education Administration – Expected 2018

2012 – 2015

- M.A – Political Science – Public Policy and American Politics

2000 – 2004 & 2009 – 2010 *Waynesburg University* *Waynesburg, PA*

- M.B.A – Human Resources and Leadership (May, 2010)
- B.A – Criminal Justice Administration (May, 2004) – *Summa Cum Laude*

PROFESSIONAL EXPERIENCE

May 2016 – Present: *Institutional Research and Reporting Specialist* – West Virginia University

- Assist in the collaborative effort to provide accurate and timely submission of institutional reports and data to state, federal, and accrediting bodies in addition to internal constituencies.
- Utilize SQL, SAS, and Oracle Discoverer to extract and analyze data to help bolster institutional decision-making and planning.
- Create and implement original research designs to analyze, model, and present complex issues and trends for use in institutional policy and decision-making.
- Construct, manipulate, and analyze large institutional data sets for longitudinal studies of retention and graduation.

August 2014 – Present: *Student Success Coach*, West Virginia University

- Coached, advised, and even tutored students to enhance WVU's retention efforts.
- Prepared and presented student success seminars to the WVU student body to enhance skills in studying, time management, examination preparation, reading comprehension, and test taking.
- Analyze and interpret data as requested by the Director of Student Life, Assessment, and Student Success to aid in program assessment.

August 2015 – December 2015: *Adjunct Instructor* – Pierpont Community and Technical College

August 2015 – December 2015: *First Year Seminar Instructor* - West Virginia University

October 2014 – December 2015: *Online Instructor* – West Virginia University

January 2013 – May 2013: *Teaching Assistant* – West Virginia University Political Science Dept.

January 2005 – April 2013: *Legislative Assistant* – State Senate of Pennsylvania

- Advised and counseled constituents, interest groups, and local government personnel regarding state policy, grants, programs, and services.
- Represented the Senator and his interests with constituents, various interest groups, local governments, and councils of governments throughout our district and beyond.
- Utilized and maintained professional working relationships with state government liaisons, congressional staff, and community leaders to assist in constituent outreach and service.
- Collaborated with community and business leaders through various governmental projects, steering committees, and civic boards to better our communities and entice business development to improve the lives of our constituents and neighbors.
- Researched legislation, prepared remarks, and drafted correspondence pertaining to current policy, legislative proposals, and constituent issues.

KNOWLEDGE, SKILLS, AND ABILITIES

- Policy analysis, quantitative analysis and quantitative reporting skills.
- Proficient with Microsoft Word, Excel, and PowerPoint, Windows, OSX.
- Proficient user of STATA, SPSS (basic) statistical analysis software.
- Working knowledge of SAS, SQL, Banner, and Oracle Discoverer,
- Basic knowledge of visual data software such as Tableau and ArcGIS.

PROFESSIONAL MEMBERSHIPS

- Association for Institutional Research (AIR), West Virginia Association for Institutional Research, and the WV Association of Geospatial Professionals.