

Justin Beach, M.Ed.

Dedicated Higher Education Professional with 12 years of experience.
Experience in working with student information systems and programs such
as Banner and Department of Education regulations.

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SUMMARY

Masters of Education in Higher Education with emphasis in Conflict Resolution;

Experience with the Community College and University mission;

Knowledge of Higher Education management software, Ellucian Banner, SQL, Microsoft SQL Server, POISE, Imagenow, Who's Next, COD, EDconnect, IFAP;

Strong public and interpersonal communication with an emphasis on conflict management; student development;

Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively;

Demonstrated skills in establishing and maintaining effective working relationships with students, staff, faculty, and the public;

Experience in financial aid, orientation, retention, and student development;

Strong customer service orientation and ability to work with a committee or a team.

EXPERIENCE

Dawson Community College, Glendive, MT — Dir. Financial Aid

May 2018 - Current

Responsible for operations of Financial Aid office;

Counseled applicants/parents/students on all aspects of financial aid;

Perform outreach and financial aid presentations to students and community.

Keep current, test and implement any Banner financial aid system changes;

Oversees and manages the download and upload of ISIR's via EDConnect;

Administers federal, state, local and institutional student assistance programs according to regulations and guidelines;

Produce reports and pull data requests from Banner;

Responsible for staying informed on all federal, state, and institutional regulations relating to student services, financial aid programs and activities;

Committee/Teams

Participated in DCC accreditation reporting

DCC Middle Level Leadership Committee

MASFAA President-Elect

Participate in monthly MSUB Enrollment Management meeting

Collaborate with IR on data requests and national reports including IPEDS

Financial aid representative on MSUB Orientation Team

MSUB Professional Development Committee

MSUB Program Review Team

MASFAA Member at Large

2019 RMASFAA Conference planning committee

Member of Midland College Enrollment Management committee.

Member of Midland College Data Team

Member of Midland College CAS assessment and planning committee for Counseling and Advising.

Committee member of "Your College Day" orientation event for Midland College.

Served as a committee member on the Quality Enhancement Plan Committee required for continued SACS accreditation.

AWARDS

2017 RMASFAA Leadership Pipeline Mentee

Completed Title IV Recertification, added programs to PPA

Balancing Title IV Student Aid programs and submission of the FISAP;

Assets in yearly Legislative audits;

Reviews student files for accuracy of document retention and verification;

Coordinates students' needs with financial aid offices colleges and athletics;

Update and coordinate yearly scholarship application and review committee.

2016 nominated for MSU Billings
Rising Star Award

2015 RMAFCAA Summer Institute
Certificate of Completion

2010 Midland College Service
Award, Institutional
Advancement

MSU Billings, Billings, MT — Associate Dir. Financial Aid

April 2017 - Aug 2018

In the absence of the Director, responsible for operations of Financial Aid office;

Keep current, test and implement any Banner financial aid system changes;

Oversees and manages the download and upload of ISIR's via EDConnect;

Administers federal, state, local and institutional student assistance programs according to regulations and guidelines;

Produce reports and pull data requests from Banner;

Manage and supervises 2 professional staff;

Responsible for staying informed on all federal, state, and institutional regulations relating to student services, financial aid programs and activities;

Assist in the balancing Title IV Student Aid programs and submission of the FISAP;

Assets in yearly Legislative audits;

Reviews student files for accuracy of document retention and verification;

Coordinates students' needs with financial aid offices of upper division colleges and universities to assure continuity of assistance;

Created and presented a Financial aid presentation at orientation.

MSU Billings, Billings, MT — Systems Analyst

April 2015 - April 2017

Performs tasks at the operational level and customer service communication level associated with the administration of student financial aid. Adheres to federal and state policies, procedures and

guidelines as well as those of the College and campus financial aid programs;

Transmits and requests electronic data from the Department of Education and Common Origination and Disbursement (COD);

Coordinates the loading of Institutional Student Information Records (ISIRs) into the Banner system, as well as, packaging of federal, state and institutional aid;

Organizes and prepares a variety of technical reports, including creating and running population selections (POPSEL) in Banner. Locates and extracts data from a variety of information sources (Banner, COD, EdConnect, etc.);

Additional duties include testing Banner installation; assisting in aid year roll overs; utilizing a query based update system to add, delete, update various items in Banner to facilitate office priorities; provides data for ad-hoc staff requests as well as utilizing Microsoft Access and Excel to collect, analyze and provide report data for institutional, state, and federal reporting.

MSU Billings, Billings, MT — *Compliance Specialist*

August 2014 - April 2015

Provides leadership for federal, state, private, and institutional financial aid compliance issues;

Keeps current on all financial aid regulations and policies by reading all financial aid regulations, policies, and procedures that are distributed by federal, state, and institutional sources. Attended regionals and national workshops, conferences, and seminars;

Coordinate, develop and supports policies, procedures, and systems as necessary to meet organizational needs, and changes in federal and state regulations, and changes in institutional policies;

Managed and maintained consumer information in accordance with federal guidelines;

Worked with auditors while they are on campus and through online audits.

Midland College, Midland, TX — *Associate Dir. Financial Aid*

August 2012 - August 2014

In the absence of the Director, responsible for operations of Financial Aid office

Administers federal, state, local and institutional student assistance

programs according to regulations and guidelines

Responsible for staying informed on all federal, state, and institutional regulations relating to student services, financial aid programs and activities

Responsible for balancing Title IV Student Aid programs

Reviews student files for accuracy of document retention and verification

Coordinates Midland College students' needs with financial aid offices of upper division colleges and universities to assure continuity of assistance

Responsible for Financial Aid outreach activities

Implement all Department of Education initiatives regarding technology

Multimedia Promotions Coordinator, Midland College.

- Worked directly with Director of Media Services
- Create and produce video production of general College advertising, student recruitment/retention and advertising material
- Coordinate audio/visual services for Davidson Distinguished Lecture Series, Phyllis and Bob Cowan Performing Arts Series; and all College special events;
- Supervise Media Department work study students and part-time Media Specialist;

EDUCATION

Abilene Christian University, Abilene, TX – M.Ed. in Higher Education

2010 - 2012

Coursework included: Foundations of Higher Education, Introduction to Student Services, College Students and Student Development Theory, Legal and Ethical Issues in Higher Education, Principles and Practice of Negotiation and Mediation, Conflict Theory and Communication, Higher education Resource Management.

MSU Bozeman, Bozeman — B.A. MTA

1994 - 2000

Concentration in Film Production

REFERENCES

Emily Williamson — *Financial Aid Director*
University of Montana

emily.williamson@mso.umt.edu

406-543-4357

Kalie Porter — *Associate Director - MSU Billings*

kporter@msubillings.edu

406-942-2282

Jennifer King — *Controller - Alluvion*

emailjenking@gmail.com

406-478-2849