

Austin Janowski

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EDUCATION

University of West Georgia, Carrollton, Georgia

Bachelor of Business Administration: Management, December 2009

University of West Georgia, Carrollton, Georgia

Masters of Public Administration, (Expected May 2015)

EXPERIENCE

*Business Manager- University System of Georgia Core Curriculum –
eCore University of West Georgia*

Carrollton, Georgia: April 2009 – Present

- Monitor and oversee budget for eCore
- Ensure that eCore faculty salaries are distributed on time.
- Coordinate eCore technology contracts.
- Provides accounting of eCore revenue (>\$1.5 Million annually)
- Determines accurate calculation of tuitions to be billed, exceptions, and revenue sharing.
- Provides recommendations for appropriate, growth-orientated expenditures and financial analysis.
- Monitored athletes taking online eCore courses.
- Advised and assisted athletes in eCore throughout each semester.

Advisor and Assessment Director- University of West Georgia- Honors College

Carrollton, Georgia: July 2011-Present

- Advise Honors students
- Assist with enrollment
- Keep up with changes to the assessment process
- Ensure compliance with assessments

Assistant Baseball Coach/Pitching Coach- West Georgia Technical College

Waco, Georgia: December 2010 – Present

- Assisted in the inaugural season of the baseball program.
- Helped recruit and ensure compliance with incoming athletes. (NJCAA)
- Organized and helped run day to day activities (i.e. study hall, practice, workouts)
- Monitored grades of athletes.
- Kept up with statistics of each player throughout the year.
- Helped organize and run fundraising events to help fund the program. (i.e. Celebrity golf tournament, Marathon baseball game)

Student Assistant of Distance Learning, University of West Georgia

Carrollton, Georgia: January 2008 – December 2008

- Provide technical assistance to students and faculty using WebCT/eCore

SKILLS

Excellent communication skills – written and verbal
Strong customer service proficiency
Experienced in Microsoft Office 2007 – Word, Excel, PowerPoint, and Access
BANNER related experience, PeopleSoft, ADP payroll, Google documents, calendar, forms
Recruiting software
Teaching/Coaching/Motivating

**HONORS AND
ACTIVITIES**

Dean's List, 2 semesters