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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, May 2015

EXPERIENCE

Executive Director of eCampus Fiscal and Administrative Affairs

University System of Georgia eCampus

Apr 2023 - Present

- Maintain executive responsibility for financial operations including; working budget, expenditures, and general accounting.
- Develop, implement and monitor a strategic system of collection, accounting and disbursement of eCampus tuition funds (including eCore and eMajor) within the eCampus administrative structure in the USG collaborative program.
- Define the financial strategy and provide useful financial insights to help make the best organizational decisions.
- Oversee and review the preparation of regular financial reporting, annual budgets, cost-benefits analysis, trends and projections for eCampus.
- Build, lead and direct the fiscal and administrative team.

Associate Director of Fiscal Affairs

University System of Georgia eCampus

Carrollton, Georgia: January 2022 –April 2023

- Management over fiscal planning and spending for eCampus programs.
- Collaborate with USG System Office personnel on related budgetary matters
- Oversee the purchasing and contracts associated with the USG Salesforce initiative.
- Manage system contracts and renewals for eCampus collaborative and integrations.
- Oversee the budget and admin team in eCampus with an annual budget exceeding \$24 million annually.
- Fiscal Manager for USG Goes Global program, Georgia Fintech Academy, and other USG programs as required
- Work with college and system level administrators on collaborative

projects.

Administrative Manager

University System of Georgia eCampus

Carrollton, Georgia: September 2017 – January 2022

- Oversee the administrative services for eCampus
- Ensure deadlines are met according to system agreed upon MOU's
- Liase with USG System Office personnel on related budgetary matters
- Track and report enrollment and financial data from participating USG institutions
- Manage the admin and budget team over an annual budget exceeding \$19 million annually
- Fiscal Manager for USG Goes Global program, Georgia Fintech Academy, and other USG programs as required
- Develop and implement the admin duties of new programs within the eMajor umbrella of eCampus
- Oversee department reconciliations.
- Work with college and system level administrators on collaborative projects.

eCore Professor – Political Science – American Government

University of West Georgia

Carrollton, Georgia: January 2016 – Present

- Teach American Government (POLS 1101) for the eCore program each semester.

Business Manager

University System of Georgia eCampus

Carrollton, Georgia: April 2009 – September 2017

- Monitor and oversee budget for eCore
- Ensure that eCore faculty salaries are distributed on time.
- Coordinate eCore technology contracts.
- Provides accounting of eCore revenue (>\$14 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-May 2013

- 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 – May 2016

- 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

Operational Planning • Budget Management • Executive Management • PeopleSoft • ADP Payroll • Microsoft Office • Fundraising • Education Management • Coaching • Forecasting

COLLABORATIONS

USG Goes Global Consultant (2018 – Present)

CONFERENCE COMMITTEES

Distance Learning Administration (2010- Present)
 Meaningful Living and Learning Conference (2015-Present)

HONORS AND ACTIVITIES

Dean’s List, 2 semesters

Presenter:

DLA 2011: *All the Right Moves: Supporting Student Athletes in Online College Courses*

DLA 2013: *Online Tuition Models - Cutting the Pie*

DLA 2014: *Fostering Academic Wins for Athletes in Online Courses*

Meaningful Living and Learning in a Digital World 2015: *Winning and Mindfulness*