

Jason P. Tangquist

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Education:	Master of Arts in Counseling University of North Dakota, Grand Forks, ND	May 1995
	Bachelor of Arts in Psychology University of Minnesota, Minneapolis, MN	December 1992
	Associate of Arts Northland Community and Technical College Thief River Falls, MN	June 1990

Experience:

Associate Athletic Director/Compliance Officer Athletic Department	12/03 – Present
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University of Minnesota, Crookston, MN

Coordination of all aspects of NCAA, NSIC, and university rules compliance for the 12-team department of athletics. Implement and monitor all policies and procedures in all compliance areas such as recruiting activities, playing and practice seasons, and rules compliance. Serving as a liaison to the Office of Admissions, Registrar, Financial Aid, and Office of International Students. Working knowledge of both PeopleSoft and Compliance Assistant Internet. Serve on and work with the Compliance Committee to prepare squad lists, and certify student-athlete initial, continuing and transfer eligibility. Implement and conduct rules education program and provide rules interpretation. Monitor and review the facility practice and competition schedules. Communicate with on-campus personnel, booster groups, prospective student-athletes, parents and the NCAA, including the processing of required NCAA forms. Report directly to the athletics director, serve on university committees, and assist with the daily internal operations and strategic planning of the athletics program. Have continued to build on strong organizational, interpersonal, and managerial skills. Conduct self and office in a manner associated with integrity, ethical standards, and strict adherence to NCAA, conference, university and departmental rules and regulations as well as maintain a solid commitment to academic integrity, student-athlete welfare, ethnic diversity and gender equity. CPR Certified and FEMA – National Incident Management Systems training.

Program Advisor	11/97 – 11/03
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Student Support Services (SSS)

University of Minnesota, Crookston, MN

Provide direct counseling and advising services to students in the SSS program. Assist students in improving their academic performance through arranging tutoring, setting goals, encouraging students to stay connected with their instructors and department advisors. Counsel students in the areas of personal, academic, career, financial aid and other related issues. Conduct workshops on such topics as motivation, organization, self-esteem, study skills, goal setting, test taking/test anxiety, resume writing/job search skills. Monitor student progress and develop interventions when needed. Work with campus faculty, staff, and administrators. Conducted career counseling and career exploration using career assessments and internet/web resources. Work with state, federal, and local social service agencies to provide support for students. Assist in program implementation and evaluation. Work in cooperation with the Counseling Center & Office for Students with Disabilities. SSS is a federally funded grant program, which is one project within a body of projects that are under the TRIO programs.

Rehabilitation Consultant

7/96 – 10/97

CorVel Corporation, Fargo, ND

Provided vocational counseling to assist workers' return to work in their pre-injury or alternative employment situation. Advised individuals returning to post-secondary institutions as needed. Conducted vocational testing and evaluated the results. Performed on-site job analysis to determine appropriate work site modifications. Implemented job placement services, taught job search skills, resume writing, and interviewing skills. Developed vocational rehabilitation plans by communicating with physicians, employers, insurers, legal, and health care professionals. Conducted labor market research to determine labor market trends and identify appropriate retraining options. Provided information on ADA regulations. Assisted employers with understanding workers' compensation rules, regulations and guidelines.

Counselor/Student Advocate

7/95 – 7/96

Alternative Learning Center, Crookston, MN

Provided intensive personal, academic, and vocational counseling/guidance and supervision to students enrolled in the alternative high school program. Acted as an advocate for students within the larger community. Conducted intake interviews with students, and referred students to appropriate service providers as needed. Maintained individual class schedules, student progress information, and home contact data. Served as liaison between the Alternative School Program and other human service agencies. Worked with parents, teachers, and school administration regularly in regards to student progress and conduct facilitating communication and support.

Life Skills Facilitator

8/95 – 7/96

Tri-County Community Corrections, Crookston, MN

Worked as on-site specialist in the Education Department developing Life Skills programming for adult residents. Conducted on-going educational sessions for residents. Provided planning, implementation, and acted as contact person for all staff training and follow up activities. Collected and documented appropriate data for continued research and evaluation of the program. Facilitated staff involvement in the implementation and integration of project goals within the correctional system. Attended corrections staffings on residents and the selection of session participants. This position was primarily in charge of implementation of a federally funded grant project.

Counselor – Masters Internship

8/94 – 5/95

University Counseling Center

University of North Dakota, Grand Forks, ND

Counseled students with a variety of personal, career, and other academic issues. Organized and co-facilitated a test-anxiety group. Participated in weekly case conferences. Presented material and co-facilitated the UND Campus Alcohol and Drug Awareness Program to all students as well as those in violation of the campus policies. Organized and co-facilitated a test - anxiety group. Presented workshops to the Greek Community. Administered national exams such as the GMAT, ACT, GRE, and LSAT. Received supervision from staff psychologist weekly.

Career Counselor

8/94 – 5/95

University Counseling Center

University of North Dakota, Grand Forks, ND

Worked under a graduate assistantship. Provided individual career counseling. Assisted with career exploration and decision making. Administered and interpreted inventories including: SII, SDS, and WVI. Participated in a weekly case conference. Received supervision from staff psychologist. Instructed a section of Career Decision Making 101, offered through the College for Human Resources Development. Lectured on various topics.

Counselor **1/94 – 6/94**
The Village Family Service Center
UND Community Counseling Clinic, Grand Forks, ND

Masters Practicum experience. Counseled individuals on a variety of issues including alcohol use, depression, self-esteem, and anger management. Participated in weekly training sessions. Received direct group supervision from staff psychologist.

Career Counselor **1/94 – 9/94**
Career Services
University of North Dakota, Grand Forks, ND

Counseled individuals on educational and career choices; interview skills and job search skills. Oriented students/alumni about Career Services. Presented workshops on resume writing and the job search process. Conducted educational presentations to fraternities, sororities, clubs, organizations, dorms and others in the campus community.

Morning Facilitator/Supervisor **2/93 – 8/93**
Norhaven Inc., St. Paul, MN

Worked with developmentally disabled as well as mentally ill individuals (QMRP). Coordinated/supervised morning staffing patterns. Trained staff on procedures, proper documentation, and computer utilization. Organized/coordinated communication between clients, staff, family, medical professionals, psychologists, and social workers. Certified Medication Administrator in the State of Minnesota.

Primary Counselor **12/90 – 1/93**
Norhaven Inc., St. Paul, MN

Counseled/taught life skills to developmentally disabled individuals. Wrote monthly, quarterly, and annual evaluations for all clients on caseload. Maintained caseload of four to eight individuals. Counseled clients using behavior modification techniques. Developed, implemented, and documented programming appropriate for individual clients. Certified Medication Administrator in the State of Minnesota.

Teaching:

Lecturer
Center for Learning Foundations
University of Minnesota, Crookston

- Courses utilize WebCT for syllabus, notes, quizzes, grading, etc.
- Lectured and taught the following courses:
 - GNE1000 – Seminar for New Students
 - GNE1900 – Chancellors Success Seminar
 - PER 1714 – Varsity Golf (M)

Computer

Skills:

Knowledgeable in both IBM and Macintosh computer systems. Proficient in word processing. Familiar with the following software: MS Office, including Word, Excel, & PowerPoint, as well as, Outlook, PhotoEditor, and many others. Experienced in accessing Internet/Web counseling and educational resources. Proficient in using PeopleSoft for academic tracking, management, and counseling/advising. Proficient in the use of Compliance Assistant Internet for tracking and maintaining NCAA Compliance records and information.

Professional Membership:

- National Ass. Of Athletic Compliance Coordinators 2004 – Present

Committees & Other Involvement:

- UMC Suggestion Box Committee 2004 – Present
- Coca Cola Partnership Committee 2005 – Present
- UMC Calendar Committee 2003 – Present
- UMC Compliance Committee 2004 – Present
- First Year Experience Project Team 2000 – 2003
- UMC Orientation & Registration Committee 1997 – 2003
- Chairperson & Search Committee Member, UMC 1998 – Present
- UMC First Year Experience Committee 1999 – 2001
- UMC Student Orientation Leader Advisor/Trainer 1998 – 2001

Golf Coaching Experience:

Head Men’s Golf Coach 2/00 – Present

University of Minnesota, Crookston

- NCAA Division II, Central Region Program, NSIC Conference Member
- Operation and administration of NCAA DII Men’s golf program, including practice and invite preparation, the recruitment of qualified student-athletes, scheduling and travel arrangements, community relations and some fundraising. Implemented the first year of the program Fall 2000. Prepare and propose annual budgets, operate program within the assigned budget of the department & in full compliance with all NCAA rules and regulations.
- NCAA DII Super-Regional Participation 2002- 2005
- NSIC Team Championship 2002-2003
- NSIC Coach of the Year 2002-2003
- Coached NSIC, Player of the Year 2002-2003
- Coached 9 NSIC All-Conference Players since 2000-2001

Head Women’s Golf Coach 2/00 – 5/01

University of Minnesota, Crookston

- Implemented the first year of the program Fall 2000. Operation and administration of DII Women’s golf program, including budgeting, scheduling, and recruitment of student-athletes.

Assistant Boy’s Coach 3/98 – 3/01

Crookston Public Schools, Crookston, MN

- Assisted with operation of program, including practice and match preparation and travel.

Golf Related Memberships

- Golf Coaches Association of America (GCAA) 2001 – Present
- United States Golf Association (USGA) 1997 – Present
- Minnesota Golf Association (MGA) 1995 – Present
- Minnesota State High School Coaches Ass. 2001 – Present

College Golf Experience

- Varsity Golf Team Member 1988 – 1990
- Northland Community and Technical College
- Thief River Falls, MN
- Team Captain 88-90

Community Involvement:

- UMC Teambaker Member 1999 - Present
- Crookston Chamber of Commerce Education Committee
Committee Member, Chairperson 1995 – Present
- Bluewater Covenant Bible Camp, Grand Rapids, MN
Church Rep./Financial Secretary 1996 – Present
- Evangelical Covenant Church – Crookston
Youth Leader, Board Member, Deacon,
Sunday School Teacher 1994 – Present

Professional Presentations:

Presentations Compliance

NCAA Initial Eligibility and the NCAA Clearinghouse
Introduction to Recruiting and Advanced Recruiting
Playing and Practice Seasons
New Legislation Proposals
Financial Aid
Advanced Continuing Eligibility
Transfer Basics and Advanced Transfer

Presentations Counseling

Study Skills, Test-Taking Skills, Time-Management, Test Anxiety,
Career Exploration, Preparing for Graduate School, Decision-
Making, Resume Writing, Interview Skills, Stress Management,
Career Exploration, Motivation & Self-Esteem, Job Search Skills,
Effects of Alcohol on Your Education.

Professional Presentations

Depression Awareness, Dealing with Difficult People, Non-
Traditional Students Entering Higher Education, The Rural Re-
entry Students Experience

Interests/Activities:

I like to participate in sports and outdoor recreation of all kinds especially playing golf, basketball, and downhill skiing. I find coaching & teaching individuals of all ages about the game of golf to be especially gratifying. Most of all, I love to spend time with family and friends.

References:

Dr. Rand Rasmussen, Program Director

Program Director
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University of Minnesota, Crookston
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Marshall Olson

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