

# MATTHEW M. RUST

317-274-3595 | mmrust@iupui.edu

## EDUCATION & LICENSURE

- 2011 North Carolina State Bar, License 43176 (inactive)
- 2007-2011 Juris Doctor, *cum laude*  
North Carolina Central University School of Law (Durham, NC)
- 2003-2005 Master of Science, Student Affairs in Higher Education  
Concentrations: Leadership and Student Cultures  
Miami University (Oxford, OH)
- 1999-2003 Bachelor of Arts, Political Science and Philosophy/Religion  
Butler University (Indianapolis, IN)

## TEACHING

- Indiana University-Purdue University Indianapolis (IUPUI)*
- 2016-Present Employment Law (OLS 36800)
- 2015-Present First Year Seminar, Bridge format (UCOL-U 110)
- 2015 Human Resource Management (OLS 38300)
- 2012-2014 Windows on Science, Bridge format (SCI-I 120)
- North Carolina State University*
- 2005-2012 Introduction to University Education I and II (USC 101, 102)
- 2006-2007 College Student Development (ECD 220R)
- Miami University*
- 2004 Career Development and the College Student (EDL 100)

## EMPLOYMENT HISTORY

- 2014-Present Director of Campus Career and Advising Services  
*Division of Undergraduate Education, IUPUI (Indianapolis)*

Lead campus-wide initiatives in advising and career services with a focus on promoting the integration of academic and career planning throughout the undergraduate experience. Facilitate ongoing professional development opportunities for academic advisors and career services professionals, including the advisor career ladder. Coordinate implementation, training, and usage of technologies that support career services and academic advising including Symplicity, the EAB Student Success Collaborative platform and IU's advising records (AdRx) and degree planning (iGPS) tools. Serve as lead representative to IU-wide committees related to academic and career advising. Chair the Campus Advising Council; serve on the leadership teams of the Career Services Council and the Jaguar Academic Advising Association (JACADA). Co-lead the development and implementation of IU Career EDGE modules and the annual EDGE Conference

for 275 professionals from across the IU system. Maintain websites related to the work of the Career Services Council (CSC), and the Campus Advising Council, including an online advising handbook. Lead campus-wide assessment of learning, process, and delivery outcomes for career services and academic advising, including the annual First Destination Survey. Manage department budget (\$160,000) and internship programs budget (\$60,000); provide oversight for the budgets for JACADA (\$8,000) and CSC (\$50,000). Supervise two Graduate Assistants and an Undergraduate Assistant. Supervise the Assistant Director for Internships in implementing campus best practices for internship coordination and learning. Co-lead the launch of the Duke Energy STEM Internship Program.

**2012-2014**      **Director of Student Affairs**  
*School of Science, IUPUI (Indianapolis)*

Established and measured progress toward goals in engagement, retention, and completion. Coordinated advisor training and professional development. Communicated FLAGS (early alert) data to advisors; supervised peer resource mentors in reaching out to at-risk students. Coordinated academic advising and new student orientation for the school. Assessed advising outcomes; prepared departmental feedback reports on advising assessment; met with departments to make data-driven decisions. Developed coaching program and workshops for probation students; supervised graduate and undergraduate student coaches. Advised students as they explored, proposed, and completed Interdisciplinary Studies majors. Coordinated student engagement events. Supervised the Director of Women in Science and Residence-Based Learning Communities. Published electronic newsletter for undergraduate Science and Pre-Science students. Developed Science Honors Program; recruited and reviewed applicants; and advised Honors Program students. Prepared statistical and annual reports tracking student progress and supporting school's assessment process. Analyzed graduating senior survey; collaborated with career services staff to administer future plans survey at commencement. Taught summer bridge section of SCI-I 120: Windows on Science, a first year seminar. Assessed student learning and satisfaction with SCI-I 120 course; provided instructors with individual feedback reports; facilitated idea-sharing among instructors; recruited and trained new instructors.

**2010-2012**      **Assistant Director for Assessment, Academic Adviser, Lecturer**  
*First Year College, North Carolina State University (Raleigh)*

Designed assessment planning and reporting around college's program goals and outcomes. Oversaw development, administration, and analysis on multiple instruments assessing student learning outcomes, student success, and student satisfaction. Prepared statistical reports and qualitative analyses on data collected. Served on college leadership team, advising the Director on strategic planning for the college. Provided developmental academic and career advising for a reduced load of first-year and continuing students (80-100 advisees) (advising included: goals identification and monitoring, major and career exploration, explaining academic policies, and course selection). Taught a reduced load of USC 101/102: Intro to University Education, a first-year seminar and career exploration course for exploratory major students (topics: diversity, adjusting to college, academic integrity, time management, study skills, teamwork, personality and

career inventories, job satisfaction values, spirituality and vocation, transferable skills, majors, minors, study abroad, resume and cover letter writing, informational interviewing, and internships).

**2008–2010**      **Assistant Director for Recruitment, Academic Adviser, Lecturer**  
*First Year College, North Carolina State University (Raleigh)*

Facilitated visitation events for prospective students and their families. Developed print and electronic communications to recruit and yield a class of 600–660 new First Year College students (12–15% of the university’s first-year class) whose credentials were higher than those of the previous cohort. Built rapport with prospective students and their families through regular communication and meetings. Assessed effectiveness of college’s recruiting efforts in meeting admissions targets and enrolling students who embraced program’s goals. Served on college’s leadership team, advising the Director on strategic planning. Supervised a graduate intern in developing a First Year College Ambassador program to complement recruiting events (2009–2010 academic year). Supervised a computer support professional. Provided developmental academic and career advising for a reduced load of students (80–100 advisees). Taught a reduced load of USC 101/102: Intro to University Education. Served as college’s webmaster, incorporating social media to interact with prospective students and developing webforms to collect data for college’s assessment efforts.

**2005–2008**      **Academic Adviser, Lecturer**  
*First Year College, North Carolina State University (Raleigh)*

Provided developmental academic and career advising for 100–120 first-year and continuing students each academic year. Taught USC 101A/102A: Intro to University Education; collaborated with a faculty member from history to design and implement a linked class service–learning experience. Advised editorial board of 10 students in refining content and working with designers to produce a book of university history, traditions, and opportunities (10,000 copies printed and distributed at 2008 and 2009 university convocations; *The Brick* became a regular, student–government–sponsored publication). Taught ECD 220R: College Student Development, a leadership development course for Resident Mentors (2006 and 2007). Recruited, trained, supervised, and evaluated a staff of 12 Resident Mentors who served as peer mentors, teaching assistants, and college ambassadors; advised this group as they planned faculty panel dinner discussions for 80 students and end-of-year banquets for 150 students. Co-facilitated an offsite, weekend-long Leadership Potential Retreat for 20 first-year students (2006 and 2007). Redesignated First Year College’s website for improved design, accessibility, and usability; maintained website as college’s webmaster, including the development of webforms. Produced course website template for use by college faculty. Oversaw information technology training, support, and upgrades for college.

**2003–2005**      **Graduate First Year Adviser**  
*Residence Life and New Student Programs, Miami University (Oxford, OH)*

Served as primary academic adviser for 40 first-year students. Trained, supervised, and evaluated a staff of four Resident Assistants. Developed and

implemented a model of educational, social, service-oriented, and multicultural programming, including collaborating with three faculty-in-residence to implement German and French Language themed living learning communities. Advised hall council, providing guidance on developing programs and community standards. Managed hall budget and administered the daily operations of a residence hall of 150 first-year and upper-class students. Adjudicated hall-related student conduct cases, developed educational sanctions, and explained the Code of Student Conduct. Responded to crisis situations, counseling concerns, and emergency maintenance issues.

2004      **Graduate Instructor (Practicum Experience)**  
*Career Exploration and Testing Center, Miami University (Oxford, OH)*

Taught two sections of EDL 100: Career Development and the College Student, for first-year and second-year students. Introduced students to career theories (e.g., John Holland's Career Codes, trait and factor approach, etc.). Helped students identify personality preferences, skills, interests, and values in relation to career development. Utilized a variety of self-assessment instruments including Holland's Self-Directed Search and the Myers-Briggs Type Indicator.

## PUBLICATIONS

Thorington Springer, J., Hatcher, J., Rust, M. M., & Powell, A. (in press). **Enhancing the quality of high impact practices through taxonomies.** *Assessment Update*.

Rust, M. M. (2016). **Advanced legal issues and the master advisor.** In T. J. Grites, M. A. Miller, & J. G. Voller (Eds.), *Beyond foundations: Developing As a Master Academic Advisor* (pp. 137-157). San Francisco: Jossey-Bass.

Rust, M. M. (2015). **Legal issues in academic advising.** In P. Folsom, J. Joslin & F. L. Yoder (Eds.), *The new advisor guidebook: mastering the art of academic advising* (pp. 159-176). San Francisco: Jossey-Bass.

Rust, M. M. (2014). **FERPA and its implications for academic advising practice.** *NACADA Clearinghouse of Academic Advising Resources*. Retrieved from:  
<http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/FERPA-overview.aspx>

Rust, M. M. (2011). **The utility of liberal education: concepts and arguments for use in academic advising.** *NACADA Journal* 31(1), 5-13. [Selected as common reading for the March 2012 NACADA Region 2 conference in Annapolis, MD]

Rust, M. M. (2007). **Academic integrity.** In A. M. Atkin, S. Y. Brandt, D. J. Burton & K. B. Outing (Eds.), *The Transition to Higher Education Workbook*. Raleigh: First Year College, NC State University.

## CONFERENCE PRESENTATIONS

Rust, M. M., O'Brien, T., Woodlee, K., Renner, J., King, D. J., & Masterson, L. (2018, October). **Movin' on up: Promoting advisors on a decentralized campus.** Concurrent session accepted for presentation at the annual conference of the National Academic Advising Association, Phoenix, AZ.

Brown, L. & Rust, M. M. (2018, March). *Developing students as civic-minded graduates: Integrating community engagement with career exploration*. Concurrent session presented at the annual meeting of NASPA: Student Affairs Administrators in Higher Education, Philadelphia, PA.

Hatcher, J., Thorington Springer, J. & Rust, M. M. (2018, January). *Creating and using taxonomies to support faculty/staff implementation of high impact practices*. Concurrent session presented at the annual meeting of the Association of American Colleges & Universities, Washington, DC.

Burton, S. L. & Rust, M. M. (2017, October). *Legal update for academic advisors: How current laws & regulations affect your role* [Title IX, SaVE Act, DACA, Travel Ban, FLSA]. Concurrent session presented at the annual conference of the National Academic Advising Association, St. Louis, MO.

Rust, M.M. (2017, March). *Creative and effective assessment: the 4ST matrix*. Best practice session presented at the annual meeting of the Association of Deans and Directors of University Colleges and Undergraduate Studies, Isle of Palms, SC.

Powell, A., Hatcher, J., and Rust, M.M. (2016, Oct). *Developing and using taxonomies: becoming more HIP*. Concurrent session presented at the annual Assessment Institute in Indianapolis, Indianapolis, IN.

Boston, J. and Rust, M.M. (2016, April). *Connecting online resources: making internships accessible through technology*. Presented at the spring conference of Career Development Professionals of Indiana, Marion, IN.

Rust, M.M. (2016, March). *Implementation of a data analytics tool*. Concurrent session presented at the annual meeting of the Association of Deans and Directors of University Colleges and Undergraduate Studies, New Orleans, LA.

Rust, M. M., O'Malley, T. J., King, D.J., Eckerty, J.M., Jeschke, M.A., & Okoro, I.O. (2015, October). *Campus-wide assessment of advising outcomes*. Concurrent session presented at the annual conference of the National Academic Advising Association, Las Vegas, NV. [Selected as a commission-sponsored session by the Assessment of Advising Commission]

Pistilli, M., Rust, M.M., & Pistilli, K. (2015, October). *Analytics and you: Partners in student success*. Panel session presented at the annual conference of the National Academic Advising Association, Las Vegas, NV.

Rust, M. M., Troxel, W. G., Burton, S. L., & Joslin, J. (2015, April). *Writing for NACADA*. Concurrent session presented at the National Academic Advising Association Region V Conference, Indianapolis, IN.

Rust, M.M. (2015, March). *Integrating academic advising and career planning*. Concurrent session presented at the annual meeting of the Association of Deans and Directors of University Colleges and Undergraduate Studies, San Diego, CA.

Rust, M. M. (2014, October). *Conducting a legal audit of academic advising practices*. Preconference workshop presented at the annual conference of the National Academic Advising Association, Minneapolis, MN.

Lively, K. E., Rust, M. M., O'Malley, T. J., Fitzgerald, Z. Y., & Helman, A. J. (2014, October). *Campus-wide advising outcomes: Development, implementation, and assessment*. Concurrent session presented at the annual conference of the National Academic Advising Association, Minneapolis, MN.

Lively, K. E., Rust, M. M., Masseria, A. A., Fitzgerald, Z. Y., O'Malley, T.J. & Helman, A. J. (2014, May). *Campus-wide advising outcomes: Development, implementation, and assessment*. Concurrent session presented at the All-IU Advising Conference, Indianapolis, IN.

Steel, G., Rust, M. M., & Matteson, D. (2014, March). *Writing for NACADA*. Concurrent session presented at the National Academic Advising Association Region V Conference, Madison, WI.

Rust, M. M. (2013, October). *Privacy law and academic advising: Understanding FERPA and its recent clarifications*. Concurrent session presented at the annual conference of the National Academic Advising Association, Salt Lake City, UT.

Rust, M. M. & Cartmell, K. E. (2012, October). *Three assessment methods to improve major decision-making*. Concurrent session presented at the annual conference of the National Academic Advising Association, Nashville, TN. [Selected as a commission-sponsored session by the Undecided/Exploratory Student Commission]

Rust, M. M. (2012, October). *Privacy law and academic advising: Understanding FERPA and its recent clarifications*. Concurrent session presented at the annual conference of the National Academic Advising Association, Nashville, TN. [Session received "a significant majority of the votes out of over 350 sessions" as the presentation attendees found most valuable to them as advisors (Rhonda Baker, NACADA Executive Office). Session was invited back for the 2013 conference.]

Rust, M. M. (2012, February). *Gendered differences in advising-related learning outcomes*. Concurrent research session presented at the Annual Conference on The First-Year Experience, San Antonio, TX.

Rust, M. M. (2010, October). *Selling liberal education to students*. Concurrent session presented at the annual conference of the National Academic Advising Association, Orlando, FL.

Rust, M. M. (2009, April). *Deciding to be undecided: Achieving academic excellence through exploration*. Concurrent session presented at the annual conference of the Southern Association for College Admission Counseling, Raleigh, NC.

Rust, M. M. & Gustke, N. L. (2009, February). *Incorporating service-learning into a linked first-year orientation course*. Poster session presented at the annual conference on the First-Year Experience, Orlando, FL.

Rust, M. M. & Hauschild, K. B. (2008, November). *Deciding to be undecided: the role of exploration in achieving academic excellence*. Presented at Partners in Access and Success: Connecting K-12 and College for Student Success, Raleigh, NC.

Rust, M. M. (2008, October). *Utilizing the lens of spirituality in a career exploration course*. Poster session presented at the annual conference of the National Academic Advising Association, Chicago, IL.

Rust, M. M. & McLean, C. F. (2007, November). *First Year College at NC State University: a comprehensive program for undecided students that fosters a successful transition to college*. Presented at A Call to Action: Connecting K-12 and College for Student Success, Raleigh, NC.

## SPEAKING ENGAGEMENTS & CONSULTATIONS

Burton, S. L. & Rust, M. M. (2018, February). *Legal update for academic advisors: How current laws & regulations affect your role* [Title IX, SaVE Act, DACA, Travel Ban, FLSA]. Presented webinar to national audience through Innovative Educators, a higher education training and development firm.

Rust, M.M. (2016, Sep). *Confidentiality: legal, ethical and best practice concerns in a redesigned office space*. Training Session for Georgia College and State University, Milledgeville, GA. Consulted on confidentiality concerns in a recently remodeled, open advising space; produced 22 page report with observations, concerns, and 13 recommendations.

Rust, M.M. (2016, May). *Resolving legal, ethical, and best practice conferences in a shared advising notes system*. Keynote address given at the 2016 California State University Dominguez Hills Advising Summit, Carson, CA. Consulted on development of new guidelines for shared advising notes system.

Rust, M. M. (2014, March). *Liberal arts and career preparation in the 21<sup>st</sup> Century*. Professional development session presented to the academic and career advisors, faculty, chairs, and administrators of the DePaul University College of Liberal Arts and Social Sciences, co-sponsored by the departments of Writing, Rhetoric, & Discourse and Political Science, Chicago, IL.

## SERVICE TO UNIVERSITY

	<i>IUPUI &amp; Indiana University (System)</i>
2018-Present	All-IU Career Services Council
2017-Present	Leading Informatics for Tomorrow (LiFT) Scholars Program Advisory Council
2017-Present	Strategic Information Council
2017-Present	IU Fort Wayne Transition Team
2015-Present	Academic and Faculty Affairs Leadership Council (renamed Forum Council, 2018)
2015-Present	Co-Chair, IU EDGE Conference for Advisors and Career Services Professionals (\$13,000 budget)
2014-Present	Ex Officio, Executive Board, Career Services Council
2014-Present	Ex Officio, Steering Committee, Jaguar Academic Advising Association
2014-Present	Chair, Symplicity Advisory Committee
2014-Present	IU Directors of Advising
2012-Present	Chair (2015-Present), Campus Advising Council
2016-2018	IU Office of Completion and Student Success Tech Committee
2016-2017	Task Force on Reimagining Support for Faculty Development at IUPUI
2015-2017	Task Force to Explore a Comprehensive Student Record
2015	Co-Champion, Internship and Experiential Learning Task Force
2014-2017	Co-Lead (2016-17), IU EDGE Module Development Team
2014-2017	Council on Retention and Graduation
2013-2017	Program Review and Assessment Committee
2013-2015	Financial Wellness Council
2012-2014	Secretary (2013-14), School of Science Diversity Council

*North Carolina State University*  
 2010-2012 First Year College Diversity Committee  
 2010-2012 Co-Chair (2011-12), University Constitution Day Committee  
 2009-2012 First Year College Welcome Week Committee  
 2006-2012 University Classroom Environment (Technology) Committee  
 2005-2012 Chair (2010-12), First Year College Assessment Committee  
 2009-2010 Chair, First Year College Scholarship Committee  
 2008-2010 University Recruiters Roundtable  
 2006-2010 First Year College Village Advisory Council  
 2005-2006 Member, Division of Undergraduate Academic Programs IT Committee

*Miami University*  
 2003-2005 German and French Language Living Learning Community Committee  
 2004 Student Leadership, Campus and Community Life Committee

## SERVICE TO PROFESSION

*Journal of Academic Advising*  
 2017-Present Advisory Board

*The Reinvention Center Learning Analytics Specialized Network*  
 2014-2015 White Paper Contributor, "Ethical Use of Student Data and Analytics"

*National Academic Advising Association (NACADA)*  
 2013-Present Editorial Board of the peer-reviewed NACADA Journal  
 2012 Content Review Panel, Peer Advising and Mentoring Monograph

## SERVICE TO COMMUNITY

*Indiana INTERNnet*  
 2017-Present Treasurer and Finance Committee Chair, Board of Directors  
 (\$1,300,000 budget)  
 2016 Board of Directors, Indiana INTERNnet

*Indiana Department of Child Services*  
 2016-2018 Licensed Foster Parent

## HONORS

2017 Tonja Eagan Award for Outstanding Service to Mentoring, IUPUI  
 2012 Most Valuable Session presented at the annual conference of the National Academic Advising Association

2007, 09, 10 Dean's List, NC Central University School of Law  
 2007 Outstanding Partner Award, University Housing, NC State University  
 2007 Outstanding New Advisor Certificate of Merit, National Academic Advising Association

2007 Provost's Award for Excellence, NC State University  
 2005 Pride of the Wolfpack Award, NC State University



## SKILLS PROFILE

Advising	Academics, Career, Personal, Student Organizations
Teaching	First Year Seminar, Law, Career Exploration, Leadership
Assessment	Learning, Process, and Delivery Outcomes
Budget Mgmt	Annual Departmental, Project-Based, 501(c)3 Corporation
Supervision	Professional, Graduate, and Undergraduate Staff
Diversity	Support, Education, and Advocacy
Training	Onboarding, Continuous Development, Policies and Procedures
Legal Analysis	Privacy, Employment Law, Due Process, Agency, Affirmative Action
Data Analysis	Statistical Analysis (SPSS), Focus Groups, Document Analysis
Surveying	Qualtrics, Google Forms,
Inst. Research	Student Progress Tracking, Merging Multiple Datasets
Project Mgmt.	Strategic Initiatives, Cross-Campus Collaborations, Implementation and Review
Technical Com.	Communicating Data and Results, Technical Documentation, Process Flow

## AFFILIATIONS

2015-Present	Association of Deans and Directors of University Colleges and Undergraduate Studies
2008-Present	National Academic Advising Association (NACADA)
2011-Present	North Carolina State Bar
2003-2012	American College Personnel Association (ACPA)