

Marc R. Madigan

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Education

- 2016** **MAE Education Administration: Administration and Supervision**
Northern Michigan University, Marquette, Michigan
- 2011** **BS Biological Sciences; Minor: Psychology**
Michigan Technological University, Houghton, Michigan

Professional Experience

- 2021-Present** ***STOICH Project Program Management Specialist***
University of Nebraska-Lincoln

Leads administrative and organizational support of the Stoichiometric Traits of Organisms in their Chemical Habitats (STOICH) project.

- Works with the Principal Investigator (PI) and project members to develop goals, objectives, critical success factors, and detailed project plans.
- Documents project progress for annual reporting and evaluation metrics and reviews for compliance with federal regulations.
- Develops and maintains project management/communication tools.
- Provides administrative support for project meetings; and assists with onboarding new project members.
- Coordinates financial oversight and public relations.

- 2019-2021** **Director of Financial Aid**
Gogebic Community College

Responsible for the oversight, administration, and direct processing of all federal, state, institutional, and private financial aid programs at Gogebic Community College.

- Ensured compliance with all program regulations; monitor changes in state and federal requirements and implements required revisions.
- Performed need analysis; packaged and awarded aid to qualified applicants; responsible for origination, updating/certification, and disbursement of all federal student aid.
- Processed verification documents for all students.
- Calculated and processed Return of Title IV funds; reviewed academic progress to determine ongoing aid eligibility.
- Reconciled all financial aid records with the school's business office; participated in in annual internal audits as well as state and federal audits.
- Completion and submission of the PPA, IPEDS, FISAP, State of Michigan, and other required reports and applications in a timely and accurate manner.
- Performed various other service duties including serving as the chair of the Financial Aid Appeals Committee and College Compliance Committee.
- Responsible for the application, administration, awarding, and reporting of Higher Education Emergency Relief (HEERF) funds for Gogebic Community College

2016-2019

Academic Advisor, Instructor, and Curriculum Coordinator

Michigan Technological University, Department of Biological Sciences

Academic advising of ~150 undergraduates in six degree programs. Instruction of departmental courses and additional administrative duties as assigned.

- Conducted transfer evaluations for all biological sciences courses
- Worked closely with the university registrar's office to update and maintain a transfer equivalency database.
- Determined course placement for incoming students based on ACT, SAT, Accuplacer, and ALEKs test scores, AP/IB credit, and dual enrollment or transfer coursework.
- Served as the department assessment coordinator and co-chaired the department curriculum committee.

2015-2016

Enrollment Manager

Minnesota State Community & Technical College (MSCTC), Moorhead

Implemented the college and campus enrollment management and community outreach programs for MSCTC.

- Moorhead Campus and college-wide recruitment.

- Applied evidence-based practices in recruitment, enrollment, and orientation. High school visits, college fair tours, prospective student visits, transfer counseling, placement testing, and orientation.
- Constructed and executed the M State enrollment management plan.
- Developed new initiatives in collaboration with community partners, including:
 - Moorhead Adult Basic Education
 - American Crystal Sugar Company
 - Red River Area Learning Center
 - Essentia Health
 - Sanford Health

2014-2015

**Program for the Enhancement of Academic Readiness (PEAR)
Coordinator**

Keweenaw Bay Ojibwa Community College (KBOCC)

KBOCC's grant-funded Program for the Enhancement of Academic Readiness (PEAR) served middle and high school students from the Keweenaw Bay Indian Community. Responsibilities included:

- Provided support for at-risk and underrepresented students interested in pursuing STEM careers. Included college readiness preparation, mentoring, field trips and college visits, test preparation, career exploration, and academic tutoring.
- Developed and maintained a student record system. Data included attendance, participation, and Individual Development Plan (IDP) fulfillment.
- Designed and managed the PEAR Summer Academy. Recruited students, planned and coordinated field trips, designed curriculum of summer courses, supervised instructors and assistants, and taught courses.

University Teaching Experience

2018-2019

Instructor/coordinator, Biological Sciences Internship (BL 4999)
Michigan Technological University

2018

Instructor, Principles of Biology (BL 1040; summer sections)
Michigan Technological University

2017-2018

Instructor, First Year Experience in Biological Sciences (BL 1580)
Michigan Technological University

- 2017-2019** **Instructor, First Year Experience in Pre-Health Professions (BL 1590)**
Michigan Technological University
- 2017-2019** **Instructor, Anatomy & Physiology II Lab (BL 2021)**
Michigan Technological University
- 2017** **Instructor, Anatomy & Physiology I Lab (BL 2011)**
Michigan Technological University
- 2017** **Instructor/coordinator, Job Shadowing Health Professions (BL 3000)**
Michigan Technological University
- 2017** **Instructor, Graduate Health Program Applications (BL 3006)**
Michigan Technological University
- 2012-2013** **Graduate Teaching Assistant, Anatomy & Physiology (BI 104)**
Northern Michigan University
- 2012-2013** **Graduate Teaching Assistant, Anatomy & Physiology 1 (BI 207)**
Northern Michigan University
- 2012-2013** **Graduate Teaching Assistant, Anatomy & Physiology 2 (BL 208)**
Northern Michigan University
- 2011** **Undergraduate Teaching Assistant, Principles of Biology (BL 1040)**
Michigan Technological University
- 2011** **Undergraduate Teaching Assistant, General Microbiology (BL 3210)**
Michigan Technological University

Activities and Service

- 2018-2019** **Michigan Transfer Pathways Initiative Department Representative**
Michigan Technological University, Department of Biological Sciences
- Represent Michigan Tech in the Michigan Transfer Pathways initiative. This statewide agreement allows for seamless transfer from 2-year programs to 4-year programs.
- 2017-2019** **University Advising Council – College of Science and Arts Representative**
Michigan Technological University
- Represent the College of Arts and Sciences on the Michigan Tech University advising council.
- Leadership role in the creation of a new university-wide process for study abroad course planning, evaluation, and advising.
- 2017-2019** **Curriculum Committee co-chair**
Michigan Technological University, Department of Biological Sciences
- Coordinate meetings and set agendas for curriculum meetings.
 - Disseminate meeting results and discussions to department faculty.
 - Organize and implement adjustments to departmental curriculum.
 - Assist faculty in the creation of new courses and programs in alignment with university and state policies.
- 2017-2019** **Curriculum and Assessment Coordinator**
Michigan Technological University, Department of Biological Sciences
- Primary contact for all departmental assessment activities, planning, reporting, and interventions. Experience with ABET reporting, HLC accreditation, and NAACLS accreditation.
- Design and implementation of department assessment practices
 - Dissemination of processes and evaluation methods to faculty
 - Assisting faculty in conducting assessment activities
- 2017** **Pre-Health Coordinator Search Committee**
Michigan Technological University

- 2016** **Designated School Official for International Students**
Minnesota State Community and Technical College (MSCTC), Moorhead Campus
- Primary contact for incoming international students at MSCTC - Moorhead.
- 2015-2016** **Collaboration between Moorhead Adult Basic Education and Minnesota State Community and Technical College (leadership role)**
Minnesota State Community and Technical College (MSCTC), Moorhead Campus
- Collaboration with Moorhead Adult Basic Education (ABE) services. Designed and led a collaborative effort between MSCTC and the Moorhead ABE center to provide pre-college level English classes for English Language Learners.
- 2015-2016** **Minnesota State Community and Technical College Early/Middle College Planning Leadership**
Minnesota State Community and Technical College (MSCTC), Moorhead Campus
- Planning, implementation, and support of an Early/Middle College in collaboration with the Red River Area Learning Center (RRALC). Design of an enhanced admissions process and student support infrastructure.
- 2014-2015** **Marquette-Alger Technical Middle College (MATMC) Planning Committee**
Marquette-Alger Regional Educational Service Agency
- Participated in the creation of a student support infrastructure for the Marquette Alger Technical Middle College (MATMC). The MATMC provides area students with the opportunity to earn a high school diploma, substantial college credit, and a technical certificate from Northern Michigan University in a total of five years.
- 2013** **AmeriCorps Member**
Marquette-Alger RESA AmeriCorps Chapter

Research Experience

- 2018-19** **Measuring Biological Aptitude using Microbiomes and Metabolomes**
(DARPA Grant Pre-Proposal; assisted)
Michigan Technological University (PI: Dr. Stephen Techtmann)
- 2012-2013** **Characterization of the Neuromuscular Junction Phenotype of Transgenic Muscle-Derived BDNF-Knockout Mice**
Northern Michigan University (PI: Dr. Erich Ottem)
- 2011** **Optimizing Growth and Survival of a Genetically-Modified Strain of *E. coli* for Use in Biofuel Production**
Michigan Technological University (PI: Dr. Susan Bagley)