

## MEGAN MATESIC, Ph.D.

### PROFILE

Ambitious and detail oriented higher education professional. Proven ability to utilize critical thinking, teamwork, and problem-solving skills to address higher education issues and development in a professional manner. Possesses strong interpersonal, problem-solving, creative, time-management, and technological skills. Competency areas include:

#### Academia

- Writing and Research
- Data Management
- Survey Development

#### Industry

- Critical Thinking
- Collaboration
- Project Management

### EDUCATION

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|-----------------------------------------------------------------------------|----------|
| <b>Seton Hall University</b> , South Orange, NJ                             | May 2020 |
| Doctor of Philosophy in Higher Education Leadership, Management, and Policy |          |
| <b>James Madison University</b> , Harrisonburg, VA                          | May 2013 |
| Master of Arts in Teaching, Elementary Education                            |          |
| <b>James Madison University</b> , Harrisonburg, VA                          | May 2012 |
| Bachelor of Science in Interdisciplinary Liberal Studies                    |          |

### RELATED EXPERIENCE

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| <b>Montclair State University</b> , Montclair, NJ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |
| Office of Institutional Research and Effectiveness                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                          |
| <i>Assistant Director of Research and Evaluation</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | September 2025 - Present |
| <i>Lead Institutional Research Analyst</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | May 2021 - August 2025   |
| <ul style="list-style-type: none"><li>• Assist in the preparation and submission of federal, state, and higher education compliance surveys and reports for the University.</li><li>• Lead special analyses and research studies in support of the University's strategic planning, management, program review, and institutional improvement.</li><li>• Provide institutional data to faculty and staff within various departments for accreditation, surveys, rankings, and grant and proposal applications, as well as other ad hoc requests.</li><li>• Served on Working Group VIII (Verification of Compliance and Evidence Inventory) and as liaison to Working Group VI (Planning, Resources, and Institutional Improvement) for Montclair's MSCHE Self-Study; later appointed Co-Chair of Standard VI, overseeing evidence collection, cross-department coordination, and preparation of materials aligned with institutional planning and accreditation requirements.</li><li>• Collaborated with the Strategic Planning committee on tracking key University performance indicators and created dashboards to visually present the data.</li></ul> |                          |
| <b>Caldwell University</b> , Caldwell, NJ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | June 2018 – April 2021   |
| Office of Institutional Research and Assessment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |
| <i>Research Analyst</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |
| <ul style="list-style-type: none"><li>• Gathered and verified institutional data, including the development of complex database queries related to enrollment and completion.</li><li>• Completed federal, state, and higher education reports and surveys for the University in compliance with mandated deadlines.</li><li>• Provided data, data analysis, surveys, and survey analysis to multiple academic and administrative departments for program review, specialized accreditation, and ad hoc requests.</li><li>• Developed and distributed a variety of surveys to different stakeholders within the University.</li><li>• Prepared reports, presentations, and dashboards to communicate information to various campus audiences, including the annual College Fact Book.</li><li>• Maintained the Institutional Research website, social media accounts, and portal pages.</li><li>• Recruited, selected, and supervised undergraduate and graduate interns.</li></ul>                                                                                                                                                                          |                          |

## MEGAN MATESIC, Ph.D.

**Seton Hall University**, South Orange, NJ  
Department of Education, Leadership, Management, and Policy  
*Research Graduate Assistant*

September 2016 – May 2018

- Assisted staff with administrative projects, such as proctoring the qualifying and comprehensive exams.
- Conducted primary and secondary research on relevant educational topics, such as student persistence in higher education and school leadership in the K-12 sector.
- Wrote literature reviews and theoretical summaries on various subjects, such as debt burden and persistence in STEM in higher education.
- Created and distributed surveys to assist the department during the process of hiring two new faculty members.

**Rutgers University**, Newark, NJ  
Rutgers Biomedical and Health Science  
*Office of Disability Services Intern*

January 2018 - May 2018

- Reviewed documentation and conducted intake interviews with students who self-identified as having a disability and then presented the cases to the ODS committee to determine the reasonable accommodations.
- Developed and led online workshops specifically designed for students in the health and medical professions, such as applying for and receiving accommodations specifically within RBHS.
- Designed and conducted online workshops for faculty who support students with disabilities, such as how to refer students to the Office of Disability Services.
- Created and effectively distributed a handbook for students with disabilities in the various biomedical and health schools:  
<https://oasa.rbhs.rutgers.edu/wp-content/uploads/rbhs-ods-student-handbook.pdf>

**Saint Peter's University**, Jersey City, NJ  
Center for Academic Success and Engagement  
*Disability Support Services Intern for the*

August 2017 - December 2017

- Reviewed documentation of students who self-identified as having a disability in order to determine the appropriate accommodations.
- Re-structured the Disability Support Services' website and program:  
<https://www.saintpeters.edu/academics/programs-services/disability-services/>
- Updated the form for exam accommodations and created a new accommodation request form.
- Developed and led in-person workshops on note taking, exam preparation, and stress management for undergraduate students who receive accommodations.

## PROFESSIONAL EXPERIENCE

**Substitute Teacher**, Ridgewood, NJ

December 2016 – May 2018

- Dedicated and reliable substitute teacher in various K-5 classrooms.
- Facilitated instruction and managed classroom behavior.
- Ability to quickly adapt to assignment changes and substitute plans.

**Willard Elementary School**, Ridgewood, NJ  
*Instructional Aide in Multiple Classrooms*

September 2013 - June 2016

- Reviewed students' Individualized Education Plans to determine the appropriate academic and behavioral support based on their different disabilities and abilities.
- Worked and supported various students with different IEPs and 504 plans.
- Collaborated with multiple teachers on the progress of the students' academics and behavior.
- Conducted individual reading, writing, and math lessons.
- Provided individual and small group instruction to students within the classroom.
- Supervised students during activities outside of the classroom, such as lunch and recess.

## **MEGAN MATESIC, Ph.D.**

### **PUBLICATIONS**

Matesic, Megan, "First-Year Retention of Students with Disabilities in Higher Education" (2020). *Seton Hall University Dissertations and Theses (ETDs)*. 2741.

<https://scholarship.shu.edu/dissertations/2741>

### **RESEARCH PRESENTATIONS**

Matesic, M., Borowiec, K. (2022, November). Examining Factors Associated with Persistence among Students with Disabilities [Research paper]. Association for the Study of Higher Education Conference (ASHE), Las Vegas, NV.

Matesic, M. (2020, November). First-Year Retention of Students with Disabilities in Higher Education [Poster presentation]. Association for the Study of Higher Education Conference (ASHE), Online.

### **PROFESSIONAL AFFILIATIONS**

Association of Institutional Research (AIR)

Northeast Association of Institutional Research (NEAIR)

New Jersey Association of Institutional Research (NJAIR)

Association for the Study of Higher Education (ASHE)

### **SKILLS**

Excellent capability in MS Word, MS Excel, MS Access, MS PowerPoint, Google Suite Applications, Jenzabar, Qualtrics, IBM SPSS Statistics Software, Stata Statistics Software, Tableau, and Canva Graphic Design Platform.