## Nicolas Valcik, Ph.D.

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**Education**

* **Doctorate of Public Affairs**, The University of Texas at Dallas, 2005  
  Dissertation: *The Protection of Physical Assets in Research* *Universities for Biological HAZMAT: Policies, Practices and Improvements*
* **Master of Public Affairs**, The University of Texas at Dallas, 1996
* **Bachelor of Arts in Interdisciplinary Studies**, The University of Texas at Dallas, 1994
* **Associate of Arts in Political Science,** Collin County Community College, 1994

**Professional Experience**

(Please refer to CV for more detailed Academic Experience)

**September 2013 to Present: Director of Institutional Research, West Virginia University**

* Charged with oversight for reporting for WVU which has a Health Science Center, 2 Regional Branch Campuses, a Law School, Agriculture program and is the Flagship University for the state of West Virginia.
* Provides oversight and direction to seven employees employed by the Institutional Research Office.
* Participates and leads various efforts on the data warehouse used for reporting for West Virginia University.
* Performs analysis on tuition and fee studies.
* Provides oversight to major assessment projects in regard to ongoing university programs.
* Redesign of business processes in regard to state and federal reports.
* Support Accreditation efforts both for specific departments and the HLC university accreditation effort.
* Work on operational planning with various university entities for decision-making purposes.
* Provide oversight to GIS operational projects for university spatial analysis requirements.
* Assist with getting information to potential Principal Investigators for contract and grant proposals.
* Interacts with the Academic Affairs colleges and personnel for operational data and requests.
* Interacts with Administrative departments for West Virginia University of fulfill data requests.
* Provide oversight to the redesign effort of the institutional research office website.
* Member of several university committees.
* Formulate proposals to increase research and enrollment at West Virginia University.

**January 2014 to December 2014: Research Associate Professor, Eberly College of Arts and Sciences – Public Administration, West Virginia University**

* Performs research in form of contacts and grants and publications for the Public Administration department as well as being a member of dissertation committees for the College of Education and Human Services.
* Provides oversight to internship of student from the College of Education and Human Services on an assessment project.
* Provides oversight to capstone project to students in the Masters of Public Administration program.

**September 2007 to August 2013: Associate Director, Office of Strategic Planning and Analysis, The University of Texas at Dallas**

* Provide direction and oversight to analysts responsible for mandatory state and federal reporting for the university, data integrity and accurate facilities management information.
* Provide interaction between the Office of Strategic Planning and Analysis and student life departments (i.e. the Registrar’s Office, Financial aid), Business affairs departments and Enrollment Services for mandatory state and federal reporting and for operational requirements.
* Provide interaction between the Office of Strategic Planning and Analysis and information resources, the PeopleSoft Implementation Team and the TexSIS for ERP.
* Provide programming support for various projects for the university.
* Provide oversight over programmers for development and implementation of the Logistical Tracking System (LTS) Project.
* Developed program for Tuition and Fees Calculation by Program versus costs.
* Provided oversight of documentation for Texas Higher Education Coordinating Board Reports and variables in PeopleSoft.
* Performed GIS analytical work for the department.

**January 2008 to August 2013: Clinical Assistant Professor, Public Affairs: School of Economic, Political and Policy Sciences - The University of Texas at Dallas**

* Taught classes to both undergraduate and graduate students in the Public Affairs program.
* Performed research which resulted in publications.
* Worked on a contract for the Kentucky Campus Compact.
* Assisted in working on Fast-Track recruitment for the MPA.

**August 2007 to December 2007: Clinical Lecturer, Public Affairs: School of Economic, Political and Policy Sciences - The University of Texas at Dallas**

* Taught a class for undergraduates in the Public Affairs program in Human Resources

**February 2001 to August 2007: Assistant Director, Office of Strategic Planning and Analysis, The University of Texas at Dallas**

* Project Lead on the development of the Logistical Tracking System© (LTS), the Space Inventory Database© (SID) and the Financial Aid Reporting System© (FAR)
* Developed programs for tuition and fees calculations by program.
* Conducted audits of facilities, application fees, Student Information System, utilization of HAZMAT in research laboratories and Information Resource policies and procedures.
* Trained UTD staff on Microsoft ACCESS, FOCUS and JCL and wrote training manual on programming against the university’s DB2 system.
* Developed space projection methodology for facility construction and estimated square footage of new facilities.
* Performed efficiency analysis of faculty revenue generated via credit hour production against salary expenditure (RETINA©)
* Researched comparison of Metroplex areas in regard to higher education for the Dallas-Fort Worth Metroplex.
* Performed analysis on legislation impact on the university.
* Managed and trained employees that produced state and federal reports.

**October 1997 to February 2001: Special Project Coordinator/Programmer, Office of Strategic Planning and Analysis, The University of Texas at Dallas**

* Wrote FOCUS extracts from the university’s mainframe databases (SIS+, FRS, HRS, SMS, BIS).
* Completed mandatory reports for the U.S. Department of Education (IPEDS) and the Texas Higher Education Coordinating Board.
* Worked with Admissions and Records offices on course enrollment projections, operator ID audits and distance education courses.
* Analyzed semester credit hour production and headcount by residency for funding forecasts.

**July 1997 to December 1998: Competitive Analyst, Nortel Networks**

* Acquire information on competitor central office switches
* Determine differences between DMS-500 features and competitor products
* Survey customers about features on the DMS-500
* Gather information on Nortel's market share in CLEC's.

**January 1997 to June 1997: Recruiting Analyst, University Relations, Nortel Networks**

* Compiled profiles on candidates that received multiple offers
* Produce statistics on hiring information from successful collegiate programs and institutions
* Developed an application to produce accurate statistics

**May 1996 – December 1996: Intern, City Manager's Office, City of McKinney**

* Helped to formulate and write policies for Risk Management, Information Resources, General Policies, Use of City Logo Policies and Procurement Policies.
* Designed brochures for Noise Abatement for the McKinney Municipal Airport and for Newcomer's packets
* Worked on Economic Development proposals for the McKinney Municipal Airport

**January 1996 – April 1996: Intern, Economic Development Corporation, City of Duncanville**

* Worked on developing an image for the City of Duncanville
* Took inventory and creating a database of all property for sale in the city
* Worked with the Main Street Manager on several projects and surveys, including the calculation of the property values of businesses along Main Street for a two-year time span

**July 1988 – May 1994: Water Safety Instructor, Parks and Recreation, City of Plano**

**May 1992 – August 1993: Water Safety Instructor and Lifeguard, Parks and Recreation, City of Richardson**

**April 1986 – May 1988: Preschool Swim Instructor, Parks and Recreation, City of Plano**

**April 1983 – May 1986: Swim Instructor’s Aide, City of Plano**

**Specialized Computer Skills**

Statistical packages: SPSS, SAS

ESRI GIS ArcGIS 10.3

Microsoft Office Word, Excel, Power Point and ACCESS

Operating Systems: JCL, Unix, Macintosh OS, Windows, Complete, TSO

Database software: Microsoft SQL Server.Net, Filemaker Pro, SIS+, FRS, BIS, HRMS,

HRS, ISIS, SMS, Database IV, Resumix

Desktop publishing: Freehand, Microsoft Publisher, Adobe Printshop, Adobe Pagemaker

FOCUS (language) Basic, Menu Management, Intermediate, and Advanced Reporting

Web Designing: Microsoft Frontpage, Microsoft InterDev, HTML

Enterprise System Experience: People Tools I, OBIEE+, MAP, BANNER

**Professional Organizations**

* Rocky Mountain Association for Institutional Research (2011 - 2012 Vice President, 2012 - 2013 President, 2013 – 2014 Past President)
* Association for Institutional Research (2001 – 2014)
* American Society of Public Administration
* Sigma Xi
* American Chemical Society
* Urban Management of North Texas (1994 – 1997, 2008)
* Academy of Criminal Justice and Sciences (1993- 1994, 2003, 2005)
* Pi Alpha Alpha Honor Society

**Awards, Honors, Leadership**

* 2014 - Runner-up for Best Paper Award for the Rocky Mountain Association of Institutional Research
* 2012 - The President’s Volunteer Service Award for 2011- Bronze Award
* 2011 - The President’s Volunteer Service Award for 2010 - Bronze Award
* 2010 – The President’s Volunteer Service Award for 2009 – Bronze Award
* 2009 – Best Paper Award for Rocky Mountain Association of Institutional Research
* 2009 – The President’s Volunteer Service Award for 2008 – Bronze Award
* 2008 – The President’s Volunteer Service Award for 2007 – Bronze Award
* 2007 – Captain of the Year for Corporate Challenge– UT-Dallas
* 2006 – National Safety Council/ CSHEMA Award of Recognition (Unique or Innovative Category)
* 2000 – UTD MVP for Corporate Challenge
* 1997 to 2013 – Captain/Coach, UT-Dallas Staff/Faculty Swim Team
* 1992 to 1994 – Collin County Community College Health, Safety, and Security Task Force
* 1994 – President, Collin County Community College Criminal Justice Student Association
* 1991 to 1994 – Captain and Founder, UT-Dallas Trident Pistol Team
* 1991 – Collegiate Nationals for International Pistol