

# JADE MORRIS

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## EDUCATION

### Springfield College

*M.Ed., Athletic Administration*

Springfield, MA

May 2013

### Massachusetts College of Liberal Arts (MCLA)

*B.A., Sociology/Child and Family Studies*

North Adams, MA

May 2010

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## PROFESSIONAL EXPERIENCE

### Boston College, Department of Athletics

*Engaged member of the BC Athletic community since 2013 receiving three promotions due to hard work, dedication to the mission of BC, and genuine concern for student-athlete welfare.*

Chestnut Hill, MA

#### *Senior Associate Director, Student-Athlete Development*

*November 2018- Present*

- Plan, build, budget, and execute a holistic strategy for the Student-Athlete Development Program for the varsity student-athlete population in order to provide a well-rounded Boston College experience and prepare student-athletes for life after sport.
- Develop programming curriculum for 700 student-athletes; some topics include transitioning to life after college, career development, personal development, leadership development, and community Service.
- Coordinate all department student-athlete focused special events such as welcome back picnic, student-athlete all sports banquet, graduation reception, freshmen orientation, and national student-athlete day.
- Lead the Student-Athlete Advisory Committee comprised of 62 student-athlete representatives.
- Lead the Eagles for Equality Committee comprise of 32 student-athlete members.
- Engage with Boston College alumni to strengthen connection to BC and help current student-athletes get jobs.
- Conduct one on one meetings with student-athletes to assist in their preparation for life after graduation.

#### *Assistant Sport Administrator, Softball and Women's Hockey*

*February 2015- Present*

- Meet weekly with Sport Administrator and Coach about players, opponents, and program enhancement.
- Converse and meet with seniors in regards to student-athlete conflicts and future career plans.
- Developed alumni resource book for current players, families and recruits to review and see what jobs former student-athletes are currently holding.

#### *Adjunct Professor, Sports Administration*

*January 2017- Present*

- Instructor for Woods College, Introduction to Sport Management course, and the concluding Internship course.
- Create and execute the class syllabus; including timeline, overview, goals, responsibilities, etc.
- Mentor students in the class who are looking to enter the field of athletic administration.
- Evaluate students for class participation, assignments, and projects.
- Serve as a member of the Master of Sport Administration Admissions Committee.

#### *Assistant Director, Student-Athlete Development*

*December 2017- October 2018*

- Plan and execute programming for career readiness, student development, community engagement and special events.
- Develop informational materials to promote and strengthen messaging of the Student-Athlete Development Office.
- Collaborate with on campus partners to create successful events and build relationships for the future.

#### *Assistant Director, Athletic Stewardship and Donor Relations*

*July 2013- December 2017*

- Promoted from Athletic Administration Intern to Assistant Director within three months of arriving to BC.
- Organized and executed over 50 Athletic Development events for donors giving \$100,000 or more to BC Athletics.
- Coordinated strategic interaction and outreach with donors and trustees for the Director of Athletics.
- Hired, oversaw, and evaluated student worker and intern staff; developed a schedule for workers, managed progress, communicated feedback and assisted with future personal and professional growth.
- Created and implemented stewardship for over 7,000 donors to BC Athletics through a variety of communications such as video content, notes, emails, and unique keepsakes specific to their gifts.
- Managed budget for the office by tracking purchases, projecting costs, and analyzing year to year data.

**Springfield College, Department of Athletics**  
*Athletic Administration Graduate Associate*

**Springfield, MA**  
*August 2011-May 2013*

Athletic administrator charged with a wide-ranging scope of experience and responsibilities including overseeing the Student-Athlete Advisory Committee, game day management, championship/tournament management, marketing and fundraising.

- **Student-Athlete Development:** Supervised the Springfield College Student Athlete Advisory Committee. Facilitated meetings and established sub-committees to increase SAAC visibility on campus.
- **Programming:** Managed all facets of the athletic department golf tournament, the student-athlete end of the year reception, and the first-ever SAAC Talent Show on campus.
- **Event Management:** Designated as primary site administrator for varsity athletic contests. Supervised and trained student workers, coordinated and secured referees, and led facility set up and break down.
- **Budgeting:** Managed the budget for the end of the year All Sports Banquet for student-athletes, coaches, and parents, which included purchasing food, awards, tables, chairs, centerpieces, and student-athlete gifts. Managed all team apparel sales for the department by communicating with vendors and coaches using spreadsheets, purchase orders, internal money transfers, and online stores.
- **Fundraising:** Secured \$35,000+ in sponsorship, organized tournament logistics, coordinated event registration for 200 golfers, and cultivated a relationship with two golf courses and caterers for the athletic golf tournament.

**Wellesley College, Department of Athletics**  
*Athletic Department Intern*

**Wellesley, MA**  
*September 2010-May 2011*

- Led Public Relations and Special Events Committee during weekly SAAC meetings.
- Volunteered as the Assistant Women's Basketball Coach.
- Mentored student-athletes on the team as they neared graduation in their senior year.
- Supported the Associate Athletic Director with administrative tasks focusing on compliance, SAAC, and grant writing.

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## LEADERSHIP EXPERIENCE

**Boston College, Campus Recreation**  
*Certified Spin Instructor*

**Chestnut Hill, MA**  
*January 2017-Present*

**NCAA and NACWAA Institute for Administrative Advancement**  
*Delegate*

**Leesburg, VA**  
*June 2016*

**NCAA Convention**  
*Delegate*

**Grapevine, TX**  
*January 2013*

**NCAA and NACWAA Women's Leadership Symposium**  
*Delegate*

**Kansas City, MO**  
*July 2012*

**MCLA, Student-Athlete Advisory Committee**  
*Vice President*

**North Adams, MA**  
*September 2008-May 2010*

**Women's Soccer and Basketball Teams at MCLA**  
*Captain*

**North Adams, MA**  
*May 2009-May 2010*

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## AFFILIATIONS & COMMITTEES

**Boston College, Administrative Hearing Board**  
*Member*

**Chestnut Hill, MA**  
*September 2019- Present*

**Boston College, Woods College, Sports Administration Admissions Committee**  
*Member*

**Chestnut Hill, MA**  
*September 2019- Present*

**Boston College, Woods College, Sports Administration Advisory Board**  
*Member*

**Chestnut Hill, MA**  
*January 2015- Present*

**Women Leaders in College Sports**  
*Member*

*October 2013- Present*

**MCLA, Alumni Board of Directors**  
*Member*

*September 2015- September 2018*

**Springfield College, Athletic Administration Leadership Series Committee**  
*Committee Chair*

**Springfield, MA**  
*September 2011-May 2013*

**MCLA, Board of Trustees**  
*Student Trustee*

**North Adams, MA**  
*September 2009-May 2010*