

Jasmine D. Combs

College of Education
California State University, Dominguez Hills
1000 East Victoria Street
Carson, Ca 90747

Office: 310.243.2779
E-mail: jcombs7@csudh.edu

Summary

Detailed-oriented and highly motivated individual who brings interpersonal and technical skills along with university policies and procedures and deadlines to provide a sound foundation for current and potential students within an educational setting. Offering a broad knowledge of application and program entrance requirements and program plans in the area of Teacher Education and Special Education. Over 5 years experience in customer service serving staff, faculty and administration while also assisting new and currently enrolled students with applications, registration, and evaluating documentation necessary to complete the application process or petitions. Works with faculty, staff, and students on understanding the program plans from one semester through program completion. Assists with program information sessions and answers questions to potential, new, and continuing student candidates regarding program and application requirements. Process and upload documents and petitions using OnBase to maintain accurate records for credential and masters programs.

Experience

College of Education, Special Education Department California State University, Dominguez Hills, Carson Ca.

January 2022 - Present

Special Education Administrative Support Coordinator

- Provide clerical and administrative support functions for the Special Education Chair and faculty
- Communicates with students and faculty via email and telephone regard questions with enrollment, permission numbers, various program documents and information
- Knowledgeable regarding program policies and procedures including but not limited to course substitutions, petitions, grade appeals, registration and enrollment, curriculum and class schedules, and program requirements
- Schedule and coordinate appointments on behalf of the Chair
- Assist Department Chair with department meetings, information sessions and assist with preparing agendas, materials, and maintaining meeting notes
- Run reports from PeopleSoft as necessary for the Department or Chair
- Evaluate petitions for supporting documentation and accuracy, including logging, tracking, uploading on OnBase, and corresponding outcomes through email accordingly
- Assist the Chair with facilitating special projects; information sessions, orientations, credential ceremonies, statewide grant funded projects, and onboard new and part-time faculty
- Create PowerPoints for presentations, create and update flyers, maps, reference binders, and invitations
- Communicates with faculty on behalf of the chair regarding meeting notifications, collection of syllabi, office hours, campus and department deadlines, travel submissions, and book orders
- Assist the MA Coordinator with paperwork, ARCS for course substitutions, and documents for thesis projects and comprehensive exams
- Assist with maintaining the accuracy of the Special Education website

Experience

Teacher Education Division, College of Education California State University, Dominguez Hills, Carson Ca.

July 2014 - December 2021

Student Assistant

- Provide customer service to potential and current students with program application requirements
- Evaluate petitions for supporting documentation and accuracy, including logging, tracking, uploading on OnBase, and corresponding outcomes through email accordingly
- Create tracking logs for incoming/outgoing general documentation
- Assist with facilitating special projects; information sessions, orientations, credential ceremonies, statewide grant funded projects including within the Graduate Division and COE Dean's office
- Create and update flyers, maps, reference binders, and invitations for College of Education programs
- Create PowerPoint presentations for TED Division display and Special Education
- Screen general walk-in students at the service counter, addressing questions and concerns to a level of understanding, make copies, send faxes and general office equipment
- Scan Master documents onto OnBase
- Respond to perspective students requests for program admission and application requirements
- Assist faculty, staff, and administration as requested
- Answer phones, respond to department emails, deliver confidential documents across campus, and organize office documents
- Website navigation for University policies, procedures, and forms

Academic Affairs, California State University, Dominguez Hills, Carson Ca.

Summer 2020 - Project

Student Assistant

- Maintain professionalism and confidentiality
- Scan Academic Affairs Program Review documents for archives within the suite and storage room

Volunteer

Meyler Street Elementary School, Torrance Ca.

January 2000 - May 2013

Teacher's Assistant

- Coached students in math and reading in groups and individually
- Assist teachers in daily and weekly work load and plans
- Reinforce lessons taught by teachers
- Accompany class on field trips
- Supervised students when requested

Education

California State University, Dominguez Hills, Carson Ca.

August 2014 - May 2022

Bachelor's Degree in Psychology with a minor in Sociology

Los Angeles Harbor College, Wilmington Ca.

September 2006 - June 2013

Associate Degree in Liberal Art and Sciences with Emphasis in Natural and Behavioral Sciences

Narbonne High School, Harbor City Ca.

September 2002 - June 2006

High School Diploma

Computer Skills

- Microsoft Office 365
- Word
- Excel
- Outlook
- Adobe
- PowerPoint
- OnBase
- Advanced knowledge of data management system, scanning, separating pdf documents, labeling and indexing
- PeopleSoft
- Dropbox
- Box
- Blackboard
- Zoom

Certificates

CSUDH Yearly Online Eliminate Campus Sexual Misconduct Workshops CSUDH

Yearly Data Confidentiality Training

CSUDH Mental Health First Aid Training (since 2015)

College of Education, Certificate of Appreciation (2014)

Better Together Teaching Summit (2015, 2016, 2017, 2018)

References

Lauren Ansorge - CSUDH, Academic Resource Manager, College of Education
(310) 243-3357 lansorge@csudh.edu