

# Jason P. Tangquist

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## Education:

**Master of Arts in Counseling** **May 1995**  
University of North Dakota, Grand Forks, ND

**Bachelor of Arts in Psychology** **December 1992**  
University of Minnesota, Minneapolis, MN

**Associate of Arts** **June 1990**  
Northland Community and Technical College  
Thief River Falls, MN

## Experience:

**Registrar** **1/2022 - Present**  
**Office of the Registrar**  
**University of Minnesota, Crookston, MN**

Responsible for providing visionary and collaborative leadership to the Office of the Registrar (OTR). Ensure the maintenance, preservation, and security of student academic records and transcript services. Direct and oversee all registration and records operations, including the supervision of the OTR staff (3 currently) and the hiring, onboarding, training, and annual performance evaluations. Work closely with all campus stakeholders within the campus and university including the Academic Departments, Enrollment Management, Financial Aid, the Student Success Center, the office of Diversity Equity and Belonging, the Disability Resource Center, Facilities and Operations Management, International and Global Programs, Faculty Senate, the Business Office, and Information Technology. Knowledgeable of the technology solutions related to the different student information systems such as the maintenance of catalog and curricula, room scheduling (Astra), PeopleSoft, Perceptive Content, Schedule Builder, APLUS, APAS, NCAA Compliance Assistant (CA), and UM Reports to name a few. Serve as the OTR representative on system, University, and professional committees, such as the system wide ASR Group, the TRAC Committee, Calendar Committee, Commencement Committee, Policy Advisory Committee (PAC), UMC Leadership Team, Academic Standards & Policy Committee, System Student Records Committee, Curriculum Committee, and the IAC. Work with IR and other campus and system offices to provide resources and support for large-scale projects and audits. Provide continual reports and requested information to the Veterans Administration (VA) and the Dept. of Defense (DoD) in regards to Veteran Students and their enrollment, registration, use of benefits and the universities provision of programs for the use of such benefits. Direct the implementation of academic and student data-privacy policies including FERPA. Member of a number of professional organizations such as AACRAO and NASPA and take part in online trainings and regional and national conferences when available. Implement and support a student focused approach to OTR services that promotes equity and belonging in the daily operations. Serve as the process owner and expert for all Crookston Academic Support Resource functions, and work with primary university stakeholders to review and support such process as: exceptions to policies and procedures, student readmissions, and student academic standing; Registration, Classroom and course scheduling; transfer credit evaluation, degree clearance and posting, official transcript billing, imaging, and OTR communications. Work to resolve complex situations, questions, and errors if they occur in a timely and comprehensive way.

**Interim Registrar**  
**Office of the Registrar**  
**University of Minnesota, Crookston, MN**

**6/2019 – 12/2021**

Responsible for providing visionary and collaborative leadership to the Office of the Registrar (OTR). Ensure the maintenance, preservation, and security of student academic records and transcript services. Direct and oversee all registration and records operations, including the supervision of the OTR staff (3 currently) and the hiring, onboarding, training, and annual performance evaluations. Work closely with all campus stakeholders within the campus and university including the Academic Departments, Enrollment Management, Financial Aid, the Student Success Center, the office of Diversity Equity and Belonging, the Disability Resource Center, Facilities and Operations Management, International and Global Programs, Faculty Senate, the Business Office, and Information Technology. Knowledgeable of the technology solutions related to the different student information systems such as the maintenance of catalog and curricula, room scheduling (Astra), PeopleSoft, Perceptive Content, Schedule Builder, APLUS, APAS, NCAA Compliance Assistant (CA), and UM Reports to name a few. Serve as the OTR representative on system, University, and professional committees, such as the system wide ASR Group, the TRAC Committee, Calendar Committee, Commencement Committee, Policy Advisory Committee (PAC), UMC Leadership Team, Academic Standards & Policy Committee, System Student Records Committee, Curriculum Committee, and the IAC. Work with IR and other campus and system offices to provide resources and support for large-scale projects and audits. Provide continual reports and requested information to the Veterans Administration (VA) and the Dept. of Defense (DoD) in regards to Veteran Students and their enrollment, registration, use of benefits and the universities provision of programs for the use of such benefits. Direct the implementation of academic and student data-privacy policies including FERPA. Member of a number of professional organizations such as AACRAO and NASPA and take part in online trainings and regional and national conferences when available. Implement and support a student focused approach to OTR services that promotes equity and belonging in the daily operations. Serve as the process owner and expert for all Crookston Academic Support Resource functions, and work with primary university stakeholders to review and support such process as: exceptions to policies and procedures, student readmissions, and student academic standing; Registration, Classroom and course scheduling; transfer credit evaluation, degree clearance and posting, official transcript billing, imaging, and OTR communications. Work to resolve complex situations, questions, and errors if they occur in a timely and comprehensive way.

**Title IX Coordinator**  
**Office of Student Affairs**  
**University of Minnesota, Crookston, MN**

**6/2021 – Present**

Provide leadership for the University to ensure compliance with Title IX. Work with the Equal Opportunity and Affirmative Action Office (EOAA) and its system wide efforts in regards to Title IX. Implement regular educational and training opportunities related to gender equity. Provide continuous assessment and make changes and modifications of campus programming in an effort to seek on going improvement and compliance with federal and state statutes, regulations, and laws. Coordinate investigations and make sure they are conducted in a fair and impartial manner, being respectful of the parties involved. Communicate with individuals and offices on campus a consistent and accurate message about the policies and requirements related to Title IX. Work with the campus community to encourage a climate of value and respect for and an awareness of topics related to sexual violence. Document and maintain records and reports, work with the Title IX Officer for employees, and use system wide resources to best support parties involved in investigations and referrals.

**Associate Athletic Director/Director of Compliance      12/2003 – 5/2019**  
**Intercollegiate Athletic Department**  
**University of Minnesota, Crookston, MN**

Coordination of all aspects of NCAA, NSIC, and U of MN compliance for the Department of Intercollegiate Athletics. Manage, implement, and monitor all policies and procedures in the areas of recruiting and recruiting activities, playing and practice seasons, initial and continuing eligibility and progress towards degree requirements. Conduct unofficial transfer/transcript evaluations and work with the Registrar's Office to complete transfer related eligibility decisions. Serving as a liaison to the Office of Admissions, Registrar, Financial Aid, and Office of International Students. Working knowledge of Compliance Assistant, LSDBi, Academic Portal, AMA On-line Case Management System, and other NCAA web-based resources. Serve on and work with the Intercollegiate Athletics and Compliance Committee and Faculty Athletic Representative (FAR) to prepare squad lists, and certify student-athlete initial, continuing, and transfer eligibility. Oversee and conduct rules education programs and provide rules interpretation. Provide game management throughout the fall, winter, and spring sports seasons. Communicate with campus personnel, booster groups, prospective student-athletes, and parents the importance of NCAA rules and rules compliance. Report directly to the athletics director, serve on university committees, and assist with the daily internal operations and strategic planning of the athletics program. Conducted and completed the NCAA Self-Study Guide required by the NCAA. Attended annual NCAA Regional Rules Compliance Training opportunities as well as NSIC Compliance Training. Continue to build on strong organizational, interpersonal, and managerial skills. Conduct self and office in a manner associated with integrity, ethical standards, and strict adherence to NCAA, conference, university and departmental rules and regulations. Maintain a solid commitment to academic integrity, student-athlete welfare, diversity and gender equity. 2015 UMC Distinguished Professional and Administrative Award.

**Counseling Staff Member/Counselor      8/2008 – 5/2018**  
**Counseling & Career Office, University of Minnesota, Crookston, MN**

Worked as an adjunct counseling staff member to the Counseling & Career Office. Counseled students with a variety of personal, career, and academic related concerns. Work as the possible first contact for student-athletes in need of counseling and counseling related services. Participate in weekly Counseling Office case conferences and biweekly Student Affairs Care Team meetings. Provide direct counseling and advising services to students under Academic Contract and Academic Probation as needed. Counsel students in the areas of personal, academic, career, financial aid and other related issues. Work with campus faculty, staff, and administrators. Work in cooperation with other Counseling Center Staff and the Office for Students with Disabilities.

**Program Advisor      11/97 – 11/03**  
**Student Support Services (SSS)**  
**University of Minnesota, Crookston, MN**

Provided direct counseling and advising services to students in the SSS program. Assisted students in improving their academic performance through arranging tutoring, setting goals, encouraging students to stay connected with their instructors and department advisors. Counseled students in the areas of personal, academic, career, financial aid and other related issues. Conducted workshops on such topics as motivation, organization, self-esteem, study skills, goal setting, test taking/test anxiety, resume writing/job search skills. Monitored student progress and developed interventions when needed. Conducted career counseling and career exploration using career assessments and internet/web resources. Worked with state, federal, and local social service agencies to provide support for students. Worked in cooperation with the Counseling Center & Office for Students with Disabilities. Helped plan and facilitate equity and inclusion workshops for students and staff on campus. SSS is a federally funded grant program, which is one project within a body of projects that are under the TRIO programs. The focus of the program was to serve underrepresented groups, first-generation college students, students from low-income families, and students with disabilities.

**Rehabilitation Consultant**

**7/96 – 10/97**

**CorVel Corporation, Fargo, ND**

Provided vocational counseling to assist workers' return to work in their pre-injury or alternative employment situation. Advised individuals returning to post-secondary institutions as needed. Conducted vocational testing and evaluated the results. Performed on-site job analysis to determine appropriate work site modifications. Implemented job placement services, taught job search skills, resume writing, and interviewing skills. Developed vocational rehabilitation plans by communicating with physicians, employers, insurers, legal, and health care professionals. Conducted labor market research to determine labor market trends and identify appropriate retraining options. Provided information on ADA regulations. Assisted employers with understanding workers' compensation rules, regulations and guidelines.

**Counselor/Student Advocate**

**7/95 – 7/96**

**Alternative Learning Center, Crookston, MN**

Provided intensive personal, academic, and vocational counseling/guidance and supervision to students enrolled in the alternative high school program. Acted as an advocate for students within the larger community. Conducted intake interviews with students, and referred students to appropriate service providers as needed. Maintained individual class schedules, student progress information, and home contact data. Served as liaison between the Alternative School Program and other human service agencies. Worked with parents, teachers, and school administration regularly in regards to student progress and conduct facilitating communication and support.

**Life Skills Facilitator**

**8/95 – 7/96**

**Tri-County Community Corrections, Crookston, MN**

Worked as on-site specialist in the Education Department developing Life Skills programming for adult residents. Conducted on-going educational sessions for residents. Provided planning, implementation, and acted as contact person for all staff training and follow up activities. Collected and documented appropriate data for continued research and evaluation of the program. Facilitated staff involvement in the implementation and integration of project goals within the correctional system. Attended corrections staffings on residents and the selection of session participants. This position was primarily in charge of implementation of a federally funded grant project.

**Counselor – Masters Internship**

**8/94 – 5/95**

**University Counseling Center**

**University of North Dakota, Grand Forks, ND**

Counseled students with a variety of personal, career, and other academic issues. Organized and co-facilitated a test-anxiety group. Participated in weekly case staffing. Presented material and co-facilitated the UND Campus Alcohol and Drug Awareness Program to all students as well as those in violation of the campus policies. Presented workshops to the Greek Community. Administered national exams such as the GMAT, ACT, GRE, and LSAT. Received supervision from staff psychologist weekly.

**Career Counselor**

**8/94 – 5/95**

**University Counseling Center**

**University of North Dakota, Grand Forks, ND**

Worked as a graduate assistant. Provided individual career counseling. Assisted with career exploration and decision-making. Administered and interpreted inventories including SII, SDS, and WVI. Participated in a weekly case conference. Received supervision from staff psychologist. Instructed a section of Career Decision Making 101, offered through the College for Human Resources Development. Lectured on various Career Counseling related topics.

**Counselor** **1/94 – 6/94**

**The Village Family Service Center**

**UND Community Counseling Clinic, Grand Forks, ND**

Masters Practicum experience. Counseled individuals on a variety of issues including alcohol use, depression, self-esteem, and anger management. Participated in weekly training sessions. Received direct group supervision from staff psychologist.

**Career Counselor** **1/94 – 9/94**

**Career Services**

**University of North Dakota, Grand Forks, ND**

Counseled individuals on educational and career choices; interview skills and job search skills. Oriented students/alumni about Career Services. Presented workshops on resume writing and the job search process. Conducted educational presentations to fraternities, sororities, clubs, organizations, dorms and others in the campus community.

**Morning Facilitator/Supervisor** **2/93 – 8/93**

**Norhaven Inc., St. Paul, MN**

Worked with developmentally disabled as well as mentally ill individuals (QMRP). Coordinated/supervised morning staffing patterns. Trained staff on procedures, proper documentation, and computer utilization. Organized/coordinated communication between clients, staff, family, medical professionals, psychologists, and social workers. Certified Medication Administrator in the State of Minnesota.

**Primary Counselor** **12/90 – 1/93**

**Norhaven Inc., St. Paul, MN**

Counseled/taught life skills to developmentally disabled individuals. Wrote monthly, quarterly, and annual evaluations for all clients on caseload. Maintained caseload of four to eight individuals. Counseled clients using behavior modification techniques. Developed, implemented, and documented programming appropriate for individual clients. Certified Medication Administrator in the State of Minnesota.

## **Teaching:**

**Teaching Specialist**

**Humanities, Social Sciences, & Education Department**

**University of Minnesota Crookston**

- Have taught the following courses:
  - GNE1000 – Seminar for New Students
  - GNE1900 – Chancellors Success Seminar
  - PER 1714 – Varsity Golf (M)
  - PSY 1001 – General Psychology (Currently since Fall 2019)

## **Computer**

### **Skills:**

Proficient in the use of a number of software and student record keeping systems, PeopleSoft, APAS, APLUS and UM Reports for advising as well as academic tracking and reporting. Proficient in the use of NCAA Member Portal for Compliance Assistant, LSDBI, National Letter of Intent (NLI), NCAA Learning Portal, Transfer Portal, and Waiver resources. Worked with Federal Required Reporting of NCAA Graduation Rates, Academic Success Rates (ASR), and APR data collection. Familiar with and use daily MS Word, Excel, & PowerPoint, as well as, Outlook, PhotoEditor, and many others.

## Committees & Other Involvement:

- UMC Student Advising & Retention Committee	2007 – Present
- UMC Advising Sub-Committee	2010 – 2017
- Coca Cola Partnership Committee	2005 – Present
- UMC Academic Calendar Committee – Registrar	2003 – Present
- UMC Compliance Committee	2004 – Present
- First Year Experience Project Team	2000 – 2003, 2018
- UMC Orientation & Registration Committee	1997 – 2003, 2012-2017
- Chairperson & Search Committee Member, UMC	1998 – Present
- UMC First Year Experience Committee	1999 – 2001
- UMC Student Orientation Leader Advisor/Trainer	1998 – 2001
- UMC Diversity Committee	2000 - 2012

## Coaching Experience:

**Assistant Boys' Soccer Coach** **10/20 – Present**  
**Crookston Public Schools, Crookston, MN**

- Assisted with operation of program, practice, game preparation and travel.

**Assistant Boys' Basketball Coach** **10/18 – Present**  
**Crookston Public Schools, Crookston, MN**

- Assisted with operation of program, practice, game preparation and travel.

**Head Men's Golf Coach** **2/00 – 7/16**  
**University of Minnesota, Crookston, MN**

- NCAA Division II, Central Region Program, NSIC Conference Member
- Operation and administration of NCAA DII Men's golf program, including practice and invite preparation, the recruitment of qualified student-athletes, scheduling and travel arrangements, community relations and some fundraising. Implemented the first year of the program fall 2000. Prepared and proposed annual budgets, operated program within the assigned budget of the department & in full compliance with all NCAA rules and regulations. CPR and AED Certified, Red Cross Emergency Shelter Training and FEMA National Incident Management Systems training.

- NCAA DII Super-Regional Participation	2002- 2005
- NSIC Team Championship	2002-2003
- NSIC Coach of the Year	2002-2003
- Coached NSIC, Player of the Year	2002-2003
- Coached 9 NSIC All-Conference Players since	2000-2001

**Head Women's Golf Coach** **2/00 – 5/01**  
**University of Minnesota, Crookston**

- Implemented the first year of the program fall of 2000 for the 2000-2001 season. Operation and administration of DII Women's golf program, including budgeting, scheduling, and recruitment of student-athletes.

**Assistant Boy's Golf Coach  
Crookston Public Schools, Crookston, MN**

**3/98 – 3/01**

- Assisted with operation of program, practice, match preparation and travel.

**Community Involvement:**

- UMC Teambacker Member 1999 - Present
- Crookston Chamber of Commerce - Education Committee  
Committee Member, Chairperson 1995 – Present
- Board of Directors Bluewater Covenant Bible Camp  
Grand Rapids, MN  
Church Representative 1996 – 2010  
Financial Secretary 2016 – Present
- Youth and High School Coaching (golf, basketball, Soccer)

**Professional Presentations:**

**Presentations Compliance**

NCAA Initial Eligibility and the NCAA Clearinghouse  
Introduction to Recruiting and Advanced Recruiting  
Playing and Practice Seasons  
Financial Aid & Scholarships  
Advanced Continuing Eligibility  
Transfer Basics and Advanced Transfers

**Presentations Counseling**

Study Skills, Test-Taking Skills, Time-Management, Test Anxiety,  
Preparing for Graduate School, Decision-Making, Resume  
Writing, Interview Skills, Stress Management, Career Exploration,  
Motivation & Self-Esteem, Job Search Skills, Effects of Alcohol on  
Your Education.

**Professional Presentations**

Depression Awareness, Dealing with Difficult People, Non-  
Traditional Students Entering Higher Education, The Rural Re-  
entry Students Experience, Goal Setting, Career Exploration.

**Interests/Activities:**

I like to participate in athletic & outdoor recreation and activities of all kinds, especially playing golf, cross-country skiing, fishing, biking, hiking and even a little pick up basketball. I find coaching & teaching individuals of all ages about the game of golf and other sports to be especially gratifying. Most of all, I love to spend time with my wife and three children, as well as getting together with our extended family and friends when we can.

## References:

### **Stephanie Helgeson**

Athletic Director  
Department of Intercollegiate Athletics  
University of Minnesota Crookston  
139 Sports Center  
2900 University Avenue  
Crookston, MN 56716  
Office: (218) 281-8422  
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### **Stacey Tidball**

Interim Associate Vice Provost  
Academic Support Resources  
Office of Undergraduate Education  
University of Minnesota  
Email: tidball@umn.edu  
Office: 612-626-0075

### **Glenn Olson**

Department Chair & Professor (Retired)  
Early Childhood Education  
Department of Teaching and Learning  
University of North Dakota  
Cell: (218) 289-1102

### **Mike Curfman**

Campus Dean  
Northland Community and Technical College  
1101 Hwy 1 East  
Thief River Falls, MN 56701  
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### **Sue VanVoorhis**

Specialist Leader  
Human Capital  
Deloitte  
Email: svanvoorhis@Deloitte.com  
Cell: 612-819-5340  
- Former Associate Vice Provost  
& University Registrar - ASR  
Office of Undergraduate Ed.  
University of Minnesota

### **Lyle Westrom**

Faculty Athletic Representative  
Professor (Retired)  
Dept. of Agriculture & Natural Res.  
University of Minnesota Crookston  
2900 University Avenue  
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### **Tim J. Dudley**

Associate Professor - Chemistry  
Faculty Athletic Representative  
Math, Science and Technology Dept.  
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