

JANUARY S. WUERTH

University Life Coaching | Merchantville, NJ | januarywuerth@universitylifecoaching.com |

PROFESSIONAL EXPERIENCE

UNIVERSITY LIFE COACHING

Cherry Hill, NJ

Founder & Director

2018 – Present

University Life Coaching was established to help students maximize their university experience throughout their undergraduate career. Coaching focuses on the following topics and others that may arise.

- Review and evaluate how skills developed in high school apply in a collegiate environment.
- Select a major based on academic strengths, personal interests, and employment opportunities.
- Create an academic plan to ensure graduation in four years.
- Establish career goals.
- Find and secure internships and/or research opportunities aligned with career goals.
- Utilize campus resources to promote success.
- Develop social networking skills to maximize the undergraduate experience and minimize stress.
- Link interdisciplinary course work and extracurricular activities to expand the student's personal interests, soft skills, and wellbeing.
- Create effective resume(s) and interview like a pro.
- Discuss concerns and proactively develop steps to manage areas in need of improvement.
- Coach and counsel on anxiety and setbacks as they arise.
- Establish healthy life skills (time management, focusing on priorities, eating well and regularly, getting enough rest, addressing problems when they arise).
- Review important deadlines (add/drop/withdraw deadlines, course registration, housing, studying abroad, on campus recruiting, postgraduate studies).

UNIVERSITY OF PENNSYLVANIA

Philadelphia, PA

Administrative Director, Jerome Fisher Program in Management & Technology 2009 - 2017

- Admissions Committee Member M&T for ED, RD, QuestBridge, & transfer applicants; 71% yield for the M&T Class of 2020; reviewed 250+ applications/year; met with prospective students & families; oversaw alumni/applicant interviews (900+/year); yielded admitted students by pairing them with current students and alumni; created & managed M&T Day programming involving current students, faculty and alumni; assisted with alumni outreach programs
- Advised 240 students annually on academic, career, and personal issues; convened & managed Academic Review Committee; Member of Penn Engineering Petition Review Committee (review alternatives to curricular requirements); collaborated with the Office of Student Life to rectify student issues, Office of Student Conduct Advisor
- Oversaw Management and Technology Summer Institute (M&TSI), reviewed financial aid applications, managed the budget (\$125,000/year), hired six Residential Teacher Advisors, created the program's advertising plan; implemented changes to the marketing plan accounting for a 61% increase in applications since 2010
- Created and managed budget for 12 funds - building, discretionary, endowment, & gift funds (\$900,000/year); oversaw \$10 million building renovation project
- Supervised two full-time staff members, one graduate fellow, 12 student workers, & 14 member M&T Club Board, created a family atmosphere within the M&T Community
- Maintained website; created a student/alumni blog for prospective student and class Facebook groups

- Represented M&T at various alumni events across U.S.; collaborated with Faculty Director & Penn Development to cultivate alumni relationships & provided information on current state and development needs of the Program; organized and oversaw Executive Board; established Homecoming Programming, biannual update messages to alumni, oversaw and managed M&T Anniversary celebrations (multiple day events attended by 200(+) alumni and guests)

Overseas Program Manager, Office of International Programs 2003-2009 (sabbatical in 2006)

- Managed all aspects of 20+ programs in Asia, Europe, & Oceania; advised 175+ students each academic year; provided support for over 75 J-1 exchange students; compiled budgets for 20+ programs and managed the financial exchanges between Penn, institutions abroad, and participating students
- Reviewed applications; conducted pre-departure orientations and prospective student sessions; conducted site visits and met with prospective exchange students
- Collaborated regularly with deans, faculty, and on-campus offices

Admissions Coordinator, Office of International Programs 2001-2003

- Organized the Reentry Conference, Study Abroad Fair, monthly Talk & Taste receptions, Parent Meeting
- Processed applications and maintained databases for study abroad and exchange students; produced weekly reports tracking the status of study abroad applications, compiled data/created charts and graphs regarding study abroad & exchange students represented for the annual report, processed & reviewed students' bills
- Managed six student workers, oversaw all mailings, assisted in advising students

UNIVERSITY OF OTAGO

Dunedin, New Zealand

International Student Advisor, International Office 2006

- Planned orientation events for 600 incoming international students; managed student mentor program and supervised 10 student advisors; advised 40 NZAID scholarship recipients from developing countries on academic, financial, cultural, and immigration matters
- Liaised with New Zealand Immigration Services on legal matters pertaining to student visas
- Edited a monthly newsletter providing information on immigration, health, and cultural topics

EDUCATION

UNIVERSITY OF PENNSYLVANIA

Philadelphia, PA

Master of Education, Intercultural Communication

2005

GETTYSBURG COLLEGE

Gettysburg, PA

Bachelor of Arts, Political Science and Psychology

2000