

JAMES C. CHISHOLM

james.chisholm@dakotacollege.edu

Office: (701) 228-5657

EDUCATION

Minot State University – Minot, ND

May 2018

Bachelor of General Studies

Minor: Business Administration

WORK EXPERIENCE

Dakota College at Bottineau

August 2018 – present

Admissions Counselor (2018 – present)

- Recruit potential students
- Help with admissions

Academic Advisor (2019 – present)

- Help in postsecondary course selection
- General student counseling/advising

Cobblestone Inn & Suites

January 2013 – April 2017

General Manager

- Managed and scheduled employees in all areas
- Worked to promote the hotel in the community and surrounding area
- Maintained entire hotel inventory
- Balanced deposits and end of month balance sheets
- Hired and trained new employees
- Coordinated with groups holding events/conferences

North Star Community Credit Union

August 2011– January 2013

Member Service Representative

- Assisted members with banking needs
- Balanced money drawer
- Entered data into banking system

TRAINING & PROFESSIONAL DEVELOPMENT

- Monthly advising sessions provided by DCB Director of Advising
- Handbook
- Advising forms
- Starfish
- Blumen
- Financial Aid
- Registrar's Office
- Mental Health
- Diversity

COMMITTEES & SERVICE

- National Alliance of Concurrent Enrollment Partnerships Committee

PROFESSIONAL AFFILIATIONS

- Dakota Association for College Admission Counseling
- National Academic Advising Association

COMMUNITY ACTIVITIES

- St. Andrews Hospital Foundation Board of Directors, Bottineau, ND, 2016 – present
- Dakota College at Bottineau Foundation Board of Directors, 2014 – present
- Volunteer Youth Girls Basketball Coach, 2016 – 2019
- Chamber of Commerce Board of Directors, Bottineau, ND, 2016 – September 2018