

Jamie Lynn Griggs,MSW
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(517)432-3734

Education

Central Michigan University Mount Pleasant, Michigan
Bachelor of Science, Graduated December 2007
Major (Double): Psychology and Child Development

Michigan State University E. Lansing, Michigan
Master of Social Work, Occupational and Community Leadership
Graduated May 2017

Employment

Michigan State University Department of Social Work

Academic Advisor

August 2021-Current

- Case Management- Ensure students meet educational goals as primary guide through the degree requirements
- Ability to guide student to a sense of accountability for their own choices and their impact on their prospects for academic success
- Familiarity with requirements for academic programs
- Development and implementation of retention action plans
- Ability to listen and counsel students when necessary
- Transcript Evaluation
- Strong understanding of academic advising techniques, including NACADA Core Values for Academic Advising

Big Brothers Big Sister Michigan Capital Region

Program Director

January 2017- Current

In addition to Program Supervisor Responsibilities

- Proficient in Project creation and management

Program Supervisor

February 2016- December 2017

Hours per week: 40

In addition to Case Manager Responsibilities:

- Proficient in Grant Writing and Reporting
- Experience in Strategic planning
- Experience in Program Evaluation
- Experience in developing Trainings
- Proficient in Community Presentations
- Experience in Supervision of Staff/Interns
- Experience in onboarding and training Staff and Interns
- Efficiently led Weekly Staff Meetings
- Experience participating in monthly Board Meetings

Case Manager

February 2013- Current

- Case management Experience- Managing a case load of 75-100 matches
- Experience working with at Risk Populations
- Experience in small to large Event planning on a budget
- Experience in Partnership Development
- Experience in Recruitment of Volunteers, families, etc

Coordinator of Capital Area Mentoring Partnership (CAMP)

July 2015-Current

- Experience in Program Development
- Experience in the Facilitation of monthly meetings
- Proficient in Creating and the distribution agendas
- Experience in the creation and implementation of Trainings to constituents
- Experience Supervising an AmeriCORP VISTA member
- Experience in Grant Writing