
Jason Thomas Ketelsen

Higher Education Administrator & Attorney

(646) 539-8766 ■ jthomas.ketelsen@gmail.com

CORE COMPETENCIES

Advanced Dispute Resolution ■ Strategic Vision & Execution ■ Stakeholder Engagement
People Management & Development ■ Mediation ■ Collaborative Leadership
Crisis Management ■ Inclusive Engagement ■ Responsible Fiscal Partner
Financial Budgeting & Implementation ■ Higher Education Policy & Law
Program Assessment & Management ■ Public Speaking

EDUCATION

Villanova University School of Law, Villanova, PA

Juris Doctor (J.D.), *magna cum laude*, May 2015

Law Review (Associate Editor) ■ Order of the Coif ■ Clinical Education Award

Teaching Assistant: Civil Procedure, Property, & Torts

Columbia University, New York, NY

Master of Science (M.S.), Social Work, May 2008

Alumni Scholar ■ Student Union (Vice President) ■ Commencement Speaker

Luther College, Decorah, IA

Bachelor of Arts (B.A.), Psychology & Political Science, *magna cum laude*, May 2005

Regent Scholar ■ Psi Chi National Honor Society ■ Intercollegiate Mock Trial (Captain)

HIGHER EDUCATION EXPERIENCE

Troutman Pepper Hamilton Sanders LLP

September 2019 – March 2023

Senior Associate

- Served in the firm's Higher Education and Business Litigation practice groups
- Provided legal counsel and guidance to Universities and Colleges on a wide range of issues including student affairs, corporate governance, contracts, academic integrity, diversity and inclusion, conflicts of interest, athletics, and many other areas related to higher education
- Drafted and implemented policies and procedures in partnership with client-stakeholders to reduce litigation exposure and mitigate risks
- Managed all aspects of litigation from engagement and budgeting to supervision of attorneys, paralegals, and staff
- Represented clients in trials, arbitrations, and mediations to achieve desired outcomes
- Conducted internal investigations and recommended remedies as appropriate
- Provided training and workshops on new or emerging laws and supervised client efforts to comply with same
- Fostered an inclusive work environment and assisted the firm with recruiting and retaining diverse attorneys and staff

Associate

- Managed cases in the firm's litigation practice group including higher education law and other commercial disputes
- Drafted complaints, answers, and other pleadings in state and federal court
- Developed discovery strategies and executed all aspects of the same including written discovery, defending and taking depositions, and conferring with opposing counsel
- Researched, drafted, filed, and argued motions and dispositive briefs
- Prepared for and participated in trials, arbitrations, mediations, and hearings
- Managed litigation budgets and supervised junior attorneys, paralegals, and support staff
- Communicated with clients regarding case status, deposition preparation, and trials
- Served as a member of the Diversity & Inclusion Committee and assisted with implementing various programs designed to recruit and retain diverse attorneys
- Interned as a Summer Associate from May to July, 2014

Columbia University

August 2010 – August 2012

Associate Director, Office of Judicial Affairs & Community Standards

- Communicated and implemented community principles, standards, policies, and expectations
- Managed the student conduct process from complaints through investigation, adjudication, and sanctioning to ensure the process supported student learning and development
- Conducted hearings in response to allegations of serious behavioral and academic misconduct
- Served as a Title IX hearing officer in response to allegations of gender-based misconduct
- Collaborated with staff from Residential Programs, Academic Affairs, Counseling and Psychological Services, Columbia University Athletics, the Office of Multicultural Affairs, and the Advising Center Deans to ensure that students were connected to all appropriate resources related to their conduct issue
- Created and implemented educational programs designed to raise student awareness of important policies and procedures
- Trained various campus constituencies on issues related to student conduct including FERPA regulations, Title IX compliance, proper documentation, and the hearing process

Concordia College New York**Instructor, Division of Social Sciences**

August 2008 – August 2012

- Created course syllabi and developed measurable student learning outcomes
- Utilized active learning methods and a variety of instructional strategies to help students achieve learning outcomes
- Created and administered exams, research papers, assignments, and other methods for measuring student learning
- Maintained proper class-related records and promptly assessed student coursework
- Provided academic advising to fifteen first-year students each year
- Recommended campus and academic support services to students as needed
- Courses taught: BUS220; COM280; PHL101; PSY181; PSY281; PSY291; SOC100; SOC154; SW120; SW220

Director, Office of Student Life

May 2008 – August 2010

- Led and overhauled the underperforming residence life, student activities, orientation, and judicial affairs programs
- Increased utilization of on campus housing from 75% to full capacity in two years
- Recruited, trained, supervised, and evaluated 4 Residence Hall Directors, 2 Faculty in Residence, a Residence Life Coordinator, Student Activities Coordinator, Orientation Coordinator, and various support staff
- Monitored the recruitment, training, supervision, and evaluation of student staff (RAs)
- Developed and implemented the College's first living-learning environment designed specifically for first-year students
- Oversaw the campus judicial process including the Student Life Judiciary Committee, supervising hearing officers, reviewing appeals, and adjudicating serious policy violations
- Supervised the College's crisis response team and responded to serious crisis incidents as needed
- Managed operating budget of \$500,000 and trained students and staff in responsible fiscal management
- Worked in close collaboration with campus security, facilities, dining, student accounts, counseling, health services, and local law enforcement
- Facilitated professional development and leadership seminars each semester

Columbia University

August 2007 – May 2008

Graduate Hall Director, Office of Residential Programs

- Supervised 12 Resident Assistants, 1 Programming Assistant, and 600 first-year residents
- Served as a resource to promote and enhance the community programming model and adjudicated University policy violations
- Responded to crisis incidents for the entire campus as part of the on-call team

Luther College – Office of Residence Life

Residence Hall Director

August 2005 – May 2006

- Supervised a staff of 16 Resident Assistants, 2 Assistant Hall Directors, and 300 residents
- Oversaw professional and student staff training and coordinated on-going staff development
- Led weekly leadership meetings and met bi-weekly with each staff and support staff member
- Served as college judicial officer and adjudicated conduct issues
- Managed \$50,000 budget including several account lines ranging from programming to facility equipment and maintenance
- Advised and counseled students on academic and personal issues
- Worked in close collaboration with other related departments such as campus security, facilities, dining, student support services, counseling, and health services
- Served as on-call emergency contact one week of every month for entire college
- Monitored building operations and maintenance concerns

Office Assistant

August 2003 – May 2005

- Assisted Housing Coordinator with data entry, surveys, and housing assignments
- Recorded judicial decisions and crime statistics in accordance with the Clery Act
- Coordinated professional, student supervisor, and RA employment selection processes for the 2003-2004 and 2004-2005 academic years

Assistant Hall Director & Hall Manager

August 2003 – May 2005

- Co-supervised a staff of 16 resident assistants and 300 residents
- Trained RA staff in policy and procedural areas, as well as community development
- Led weekly staff meetings, attended weekly leadership meetings, and met bi-weekly with RAs
- Oversaw conflict and roommate mediations carried out by the RAs
- Worked closely with the Hall Director to quickly refer students of concern to the appropriate departments for intervention and assistance
- Promoted to Hall Manager in August 2004

Resident Assistant

August 2002 – May 2003

- Advised a community of 30 undergraduate students
- Oversaw the creation of community standards and enforced college policies
- Provided programming for residents that utilized the seven dimensions of wellness
- Mediated roommate and community conflicts

PROFESSIONAL INTERNSHIPS

City of Philadelphia

May 2013 – December 2013

Legal Intern, Office of the District Attorney

- Researched and drafted legal documents for the Family Violence and Sexual Assault Unit
- Communicated and met with witnesses and victims in preparation for upcoming trials
- Analyzed physical evidence and statements for use at trial
- Worked with victims to draft impact statements for use at sentencing

The Legal Aid Society New York

August 2007 – May 2008

Forensic Social Worker, Juvenile Rights Practice

- Worked collaboratively with an interdisciplinary team of attorneys and social workers
- Interviewed children to determine their best interests and assess clinical needs and supports
- Conducted agency and home visits and attend planning conferences with clients
- Provided attorneys with written assessments and recommendations on how to proceed in court
- Educated clients and their families on their rights and the court process
- Engaged in written and oral advocacy with city agencies, foster care agencies, schools, and mental health professionals on behalf of clients
- Provided crisis intervention, short term counseling, and outside referrals when on-going services were needed

Selfhelp Project Pilot

August 2006 – May 2007

Social Work Manager

- Provided on-going case management for aging clients receiving a wide range of services
- Ensured clients received effective services through bi-weekly monitoring calls, service visits, and correspondence with provider agencies
- Performed bio-psycho-social assessments and home visits to determine client eligibility and need for service
- Conducted reassessments every six months and event-based assessments as necessary
- Completed intake interviews and made recommendations for the next course of action

RELATED EXPERIENCE

Oasis Children Services

Summer 2007

Director of Operations, Tarrytown Site

- Responsible for all aspects of daily operations including staff supervision, coordinating transportation, and managing information systems
- Oversaw financial operations including site budget that exceeded \$700,000
- Ensured compliance with state health codes and American Camping Association standards
- Directed recruitment efforts and the hiring process for vacant positions

Coalition for the Homeless

Summer 2006

Assistant Director, Camp Homeward Bound

- Supervised 12 professional senior staff and indirectly supervised over 100 employees
- Led senior and general staff training and provided on-going training as necessary
- Created and implemented behavior management procedures for both staff and campers and oversaw the entire behavior management process
- Monitored the care of all campers and intervened in crisis situations as necessary
- Worked closely with the Director of Human Resources on staff conduct and performance issues
- Responsible for camp security and all other daily operations

AFFILIATIONS

National Association of College and University Attorneys

National Association of Social Workers

New Jersey Bar

Pennsylvania Bar

American Bar Association

INTERESTS

Cross County Running

Drum Corp International

Theater

Traveling Abroad