

J. F. Williams, Ed.D.

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OBJECTIVE

Seeking a senior level and multi-faceted position in higher education where I can be a positive change agent and support the mission and vision of the institution.

EXECUTIVE SUMMARY

8 years professional experience in higher education
7 years experience with first year students, first generation students, and students in transition
6 years managing, assessing, and shaping academic student retention and success programs
5 years college level teaching experience
5 years interpreting, evaluating, and improving educational policies and procedures
4 years experience involving grant funded programs
4 years experience managing institution-wide academic and student success programs for colleges with over 26,000 undergraduates

EDUCATION

08.07 - 01.10 **Temple University** Philadelphia, PA
Doctor of Education: Higher Education Administration - Degree Conferred - 2010
- Early College Academic Performance: Studying the Effects of Earning College Credits from Advanced Placement and Dual Enrollment
01.05 - 05.06 **Temple University** Philadelphia, PA
Master of Education: Higher Education Administration - Degree Conferred - 2006
08.01 - 01.03 **St. John's University** Queens, NY Master of Arts: Sociology - Degree Conferred - 2003
08.97 - 05.01 **Lafayette College** Easton, PA Bachelor of Arts: Anthropology and Sociology - Degree Conferred - 2001

ACADEMIC AND PROFESSIONAL INTERESTS

Champion the idea and movement towards accessibility and equitability of educational experiences for all students who decide to pursue higher education by examining current policies and creating policies and programs designed to assist students with attaining their educational goals. My current area of expertise involves assessment, policy evaluation, student transition to and within higher education, and student academic success.

RELEVANT EMPLOYMENT HISTORY

07.08 - Present **Community College of Philadelphia** Philadelphia, PA
Director/Manager of Student Success Initiatives
Produce assessment, evaluation, and benchmarking strategies to rate, analyze, and enhance the positive impact of student retention, graduation, and advising programs, strategies, and services. Enhance retention efforts by creating a comprehensive student retention plan that includes strategies and interventions to improve academic performance and increase student persistence. Direct the development and implementation of a systemic and systematic academic early alert intervention system.

Create and manage the design and implementation of a systemic and systematic student academic management system.

Collaborate with Institutional Research to develop and maintain student persistence data to assist in the assessment, planning, and implementation of strategic data-driven retention strategies and interventions.

Gather, analyze, and utilize institutional data to implement an institution wide academic management system.

Effectively collaborate with students, faculty, staff, and external constituents to receive data, secure buy-in and participation, and/or ensure understanding of and alignment with institutional goals.

Review institutional policies and procedures and propose changes based on a student success agenda.

Restructure and manage the implementation of a comprehensive on-line new student orientation program and systemic student matriculation process.

Lead collaborative student retention efforts, bridging Academic and Student Affairs.

01.06 - 07.08 **Temple University** Philadelphia, PA

Coordinator of First Year-Student Programs

Assessed, ameliorated, and co-managed First-Year Programs at a large Research Institution.

Co-managed First-Year Programs academic department comprising more than 50 courses and an excess of 30 instructors.

Recommended, advanced, supported, and evaluated First-Year Student initiatives and policies, including but not limited to the University seminar series, First-Year Reading Project, and Learning Communities.

Developed and implemented innovative programming to attract qualified applicants and increase retention of first-year students and students in transition.

Co-developed academic, credit bearing, transition assistance and retention courses for sophomore and transfer students.

Developed, implemented, and assessed curricula for University's seminar series (i.e., First-Year Seminar, Sophomore Experience, and Transfer Seminar).

Supported general functions and projects of the Office of the Senior Vice Provost for Undergraduate Studies.

Researched, critically evaluated, and proposed new program initiatives, as well as audited and assessed progress and efficacy of existing programs, policies, and procedures.

Presented fully rationalized and defended recommendations, alternative proposals, "Red Flag" reports and implementation plans to management for serious consideration.

Frequently collaborated with School and College deans, faculty, and offices of student services, to evaluate, plan, and improve transition and retention programs.

Regularly collaborated with the Division of Student Affairs, including and not limited to the Office of Orientation and New Student Programs and the Office of University Housing, to review, create, and enhance programs that facilitated a seamless transition for first-year and transfer students.

Interviewed, hired, and managed more than 30 university seminar peer instructors.

Provided the more than 50 university seminar instructors and learning community faculty with appropriate knowledge, resources, and skills to be effective instructors and accomplish the vision, mission, and goals of the University Seminar series.

Managed First-Year Programs' website.

12.04 - 01.06 **Temple University** Philadelphia, PA

Academic Advisor

Accurately advised students on academic pre-requisites, transfer credits, degree/graduation requirements, course of study, as well as academic challenges and solutions.

Performed as a liaison between students, faculty, and staff.

Interpreted University, College, and Departmental policies and procedures for different audiences and recommended changes to policies or practices when necessary.

Active member of new student orientation committees.

Assisted in program development for an improved academic advising model adopted during new student orientation.

Instructed first-year seminar geared toward increasing retention, by assisting students with the transition to college.

08.03 - 12.04 **Transitional Work Corporation** Philadelphia, PA

Career Advisor

Supervised and managed a caseload of up to 55 transitional employees.

Conducted one on one meetings, corresponded, and counseled clients on psychosocial issues and other barriers to employment including: housing, substance abuse, sexual health issues, and domestic abuse.

Created and implemented appropriate action plans providing the best results for individual employees.

Assisted with recruiting, screening, and interviewing of prospective employees.

Provided training on standard operating procedures, job duties, and company goals, for new employees.

08.02 - 07.03 **St. John's University** Queens, NY

Assistant to the Director of the University Freshman Center and Assistant Coordinator of Self-Pace Program

General and academic advisor to first-year students from admission to the culmination of the first-year.

Accepted and rejected students into the Self-Pace Program based on assessment of interviews, file reviews, and examinations.

Ensured students were properly informed of academic duties, based on assessments.

Increased student retention by assisting students with academic, personal, and financial concerns.

Assisted in the registration process by teaching the proper use of existing University technology.

Operated as a liaison to academic units, Department of Enrollment Management, and Business Affairs.

Assumed mentoring, supervisory, and advocate responsibilities and coordinated other activities as needed.

Presented/ lectured on collegiate survival skills (i.e. time management, test taking, and critical thinking).

Administered lectures in absence of professor.

Executive assistant for director of center.

Functioned as primary liaison between international students and the University.

TEACHING EXPERIENCE

01.09 - Present **Community College of Philadelphia** Philadelphia, PA

Adjunct Instructor

Introduction to Sociology Marriage and the Family

The Sociology of Ethnic and Minority Group Relations

12.04 - 7.08 **Temple University** Philadelphia, PA

University Seminar Instructor

Instructed First-Year Seminar courses.

Instructed courses as a part of a learning community.

PROFESSIONAL AFFILIATIONS

09.07 - Present **New DEEL** Philadelphia, PA

The New DEEL is devoted to Democratic and Ethical Educational Leadership (DEEL).

10.06 - 10.10 **NACADA** Manhattan, KS

Chair, Membership Committee (2006-2008)

01.06 - 07.08 **ACLCLC (Atlantic Center for Learning Communities)**

Institutional member

GRANTS

06.10 - Present **Institutional Excellence for Black Male Student Success**

Team lead for a two-year initiative funded by the Lumina Foundation for Education. This initiative comprises six US colleges and universities. Each institution is charged with creating and implementing a strategic data driven initiative to improve the persistence, engagement, and outcomes of Black undergraduate men.

09.09 - Present **Predominantly Black Institutions Undergraduate Program**

Federal, Department of Education, 600K grant awarded for the implementation of a Center for Male Engagement (CME) at the Community College of Philadelphia. The CME is designed to enhance academic parity for underachieving minority students. I was a contributor during the grant writing process and played a pivotal role with the execution of the grant and implementation of the CME.

02.07 - 07.08 **The Evergreen State College** Olympia, WA

Grant subsidized by the Washington Center for Improving the Quality of Undergraduate Education. I was directly involved in executing a grant for the national project on assessing learning in learning communities.

PUBLICATIONS

Williams, J. F. (2010). *Early college academic performance: Studying the effects of earning college credits from advanced placement and dual enrollment*. ProQuest Digital Dissertations. (ID: 10239)

Levine-Laufgraben, J., O'Connor, M., & Williams, J. (2007). Supporting First-Year Transitions. *Learning*

Communities & Educational Reform, Fall 2007. pages 47-55.

Williams, J. (2008). NACADA: Opportunities Await. *Academic Advising Today*, 31(1).

http://www.nacada.ksu.edu/AAT/NW31_1.htm

Williams, J. (2005). Millennial Students: Rethinking Time Management. *Academic Advising Today*, 28(4). http://www.nacada.ksu.edu/AAT/NW28_4.htm#4

PRESENTATIONS

03.10 **League for Innovations Conference** Baltimore, MD

Presenter – “*Early Alert: An Innovative Systemic and Systematic Student Success Strategy*”

02.10 **Achieving the Dream Strategy Institute** Charlotte, NC

Presenter – “*Early Alert: An Innovative Systemic and Systematic Student Success Strategy*”

03.09 **Governor’s Conference/Higher Education** State College, PA

Presenter – “*Early Alert: A Strategy for Student Success*”

02.09 **New DEEL Conference** Philadelphia, PA

Presenter – “*Credit Based Transition Programs are Ethical?*”

06.08 **21st International Conference on the FYE** Dublin, Ireland

Presenter – “*New Mission, New Goals, New Syllabus! Following the Data.*”

02.07 **DVSAC 33rd Annual Conference** Lafayette Hill, PA

Presenter – “*A House not Divided: Successful Programs to Unite Academic and Student Affairs*”

10.07 **ACLCL (Atlantic Center for Learning Communities)**

Selected to present at annual conference

10.07 **NACADA 2007 Annual Conference** Baltimore, MD Presenter – “*A House not Divided:*

Successful Programs to Unite Academic and Student Affairs”

10.07 **NACADA 2007 Region 2 Conference** Mclean, VA Presenter – “*A House not Divided:*

Successful Programs to Unite Academic and Student Affairs”

COMMITTEES/TEAMS

Community College of Philadelphia

05.09 - Present **Behavioral Intervention Team**

07.09 - 10.09 **Orientation Implementation Team, Chair**

02.09 - 05.09 **Orientation Visionary Team, Chair**

01.09 - Present **Culture of Evidence Committee**

01.09 - Present **Technology Coordinating Committee**

09.08 - 01.09 **Strategic Planning Coordinating Committee**

08.08 - Present **Achieving the Dream Core Team**

07.08 - Present **Student Success Team**

Temple University

2007 - 2008 **Leadership Challenge Committee**

2007 - 2008 **Student Learning and Development Committee**

2006 & 2008 **Code of Conduct Committee**

2006 - 2008 **First-Year Reading Project Committee, Co-Chair**

2006 & 2007 **Welcome Week Committee**

SERVICE

10.08 - Present **Mentor, Community College of Philadelphia's Leadership Institute**

08.08 - 05.09 **Mentor, Advanced Tech at College**

SKILLS

Proficient in the use of Adobe products, Blackboard, Contribute, Macromedia Breeze, and all Microsoft Office applications

Familiar with Banner, Brio, Wimba, and SPSS