

Associate
Nomination For Appointment as an
Adjunct Member
Of the Graduate Faculty

CGS Agenda Item: 20-17
Effective Immediately

Name of nominee: B. James Griffin, Jr. Date: **3-11-20**

Department/school: Counseling & Higher Education - College of Education

E-mail address of nominee bjgriffin@eiu.edu

Graduate course(s) to be taught: Graduate Thesis Committee only

Semester/term and year of approval: Fall 2020

Need for this assignment: Serve on Graduate Thesis Committee in CSA Program

Length of Appointment: ☐ 1 year term: ☐ 2 year term: ☒ 3 year term:

Profile of the candidate:

A. Current position (Include academic rank if applicable):

B. Education and professional experience:

Highest degree earned: M.S. in Higher Ed

Date awarded: 8/2015

Degree granting institution: Eastern Illinois University

Field of specialization: College Student Affairs

C. Evidence of other education, professional activity, and specialization in teaching area within the last three years (workshops, research, service, creative activity, etc.). Please put in vita format and attach.

D. List the graduate courses taught by the candidate during the last three years:

RR

TRR

Graduate Coordinator or Chair, Department Graduate Committee

Department Chair

[Signature]

Academic Dean

Dean, Graduate School

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THE GRADUATE SCHOOL
MAR 20 2020
EASTERN ILLINOIS
UNIVERSITY

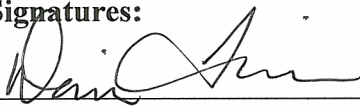
Tested Experience Exception Rubric


Potential Instructor: James Griffin, Jr.

Date 3/11/20

Tested Experience Exception Minimum Requirements	Expectation Met (✓)
At-least <u>five years of experience</u> in the profession or current employment in the field;	<u>X</u>
Hold appropriate professional certifications and licenses (as appropriate to the field and if applicable); and	<u> </u>
A baccalaureate degree (B.A., B.F.A., B.S., and so on) to teach undergraduate students or a graduate degree (M.A., M.S., M.Ed. or Ed.S.) with additional coursework in the field or discipline of instruction.....	<u>X</u>
If the minimum requirements are not met, please provide justification for why this candidate should be considered as an adjunct instructor. <ul style="list-style-type: none">• Principal Counselor/Advisor – TriO/Student Support 2012-present• MBA and MS in College Student Affairs• Uniquely qualified to serve on CSA Thesis committees.	<u> </u>

Signatures:





Date: 3-11-2020

Date: 3-11-20

Date: _____

If Needed:

VP of Academic Affairs

Date: _____

B. James Griffin Jr.

1520 C St. Apt D Charleston, IL 61920

Phone: 217-512-1306

b.jamesgriffin@yahoo.com

SUMMARY OF QUALIFICATIONS:

- Highly experienced working with first-generation, low-income and college students with disabilities
- Excellent experience presenting workshops, organizing campus forums and events, and recruiting students for various campus programming
- Extensive experience in creating brochures, program newsletters, fliers, and various publications
- Excellent time management and ability to multitask
- Experience with grant writing
- Strong organizational abilities coupled with excellent interpersonal, communication, and supervisory skills
- Ability to hire, train, supervise and evaluate employees
- Passionate about the development and success of students thriving to achieve their educational goals
- Experience working with budgets and limited resources

EDUCATION:

Eastern Illinois University, Charleston, IL

Master of Sciences in Higher Education

- *THESIS: The Perception of Black Male Students of Black Faculty/Staff Involvement in Mentorship*

Eastern Illinois University, Charleston, IL

Master in Business Administration with concentration in Accountancy

Eastern Illinois University, Charleston, IL

Bachelor of Science in Business, Major: Accounting

ADVISING EXPERIENCE:

Advisor (Office of Minority Affairs)

Eastern Illinois University, Charleston, IL

Principal Counselor/Advisor (TRiO/Student Support Services) Sept. 2012 - Present

- Work with a caseload of approximately 75 underrepresented, first-generation, low income and/or disabled college students for the purpose of retention and graduation
- Maintain contact bi-weekly with assigned participants, maintain confidentiality of participant records and files, provide on-going academic, personal, professional and financial aid counseling
- Oversee and manage graduate assistant(s), the tutoring program, workshops for academic success, and student recruitment, retention and progress for the 175 students we serve annually
- Assist in the development of the TRiO/SSS policy and procedures manual, assist with grant-writing process to receive federal funding
- Create programming that meet the needs of our students including conferences, recognition ceremonies, and new student orientations

Graduate Assistant (Academic Advisor, Gateway Program) Aug. 2010 – Apr. 2011

- Advised and mentored 25 students in the alternative admissions program
- Assist students in course selection, registration, withdrawal, degree audits, etc.
- Taught a success class on interviewing, professionalism, career goals, building a resume, etc.

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MULTICULTURAL EXPERIENCE:

Coordinator (S.T.R.O.N.G. MENToring/Black Male Initiative) Sept. 2012 - Present

- Meet weekly to address the issues and challenges men of color face while pursuing a degree at a PWI
- Develop a safe & welcoming climate that assist men of color in academic success and aid them in the rigors of life in and after Higher Education
- Assist students in academic, professional and personal endeavors; goal setting, career counseling, etc.

Advisor (Black Graduate Student Association) Sept. 2012 – Present

- Work with students interested in pursuing a graduate degree
- Assisted students in the application process, personal statement, selection of a graduate program, graduate school visits, assistantships, etc.
- Advise a graduate student board on providing programming for the campus; organize guest speakers, etc.

Coordinator (EIUnity Diversity Initiative) Aug. 2010 - Present

- Create programming that promotes awareness and acceptance of all individuals regardless of race, gender, ethnicity, sexuality, etc.
- Supervisor student leaders in organizing events & diversity campaigns across campus
- Coordinate the annual diversity conference; facilitate guest speakers & workshop presenters
- Collaborate with departments and organizations across campus such as LGBTQA Advisory Board, PRIDE, Black Student Union, & Latin American Student Organization

Coordinator (Minority Youth Programs and Camps) May 2010 - Present

- Create a week long schedule and curriculum of classes for Minority High School students preparing to enter college
- Keep a detailed budget of more than \$25,000
- Hire and supervise camp counselors, teaching staff, and several student workers

TEACHING EXPERIENCE:

Minority Leadership Camp

- Created course description, syllabus, outline, timeline, and rubric
- Taught students the basic of developing a business plan and presentation skills

INTERNSHIPS:

Internal Auditing Office

Eastern Illinois University May – Dec. 2009, 2011

- Performed audits on fleet cars, travel vouchers, P-card purchases, and Facilities & Planning Department inventory
- Created reports summarizing findings of audits and providing recommendations for improvement
- Established an effective system for Assessing Risk in Higher Education
- Presented a report on Risk Assessment in Higher Education to the President's Council of EIU

MEMBERSHIPS:

American Association for Blacks in Higher Education (AABHE)

2018 - Present

Illinois Committee for Black Concerns in Higher Education (ICBCHE)

2017 – Present

NASPA

2016 – Present

Alpha Phi Alpha Fraternity, Inc.

2014 – Present

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Educational Opportunity Association (EOA)	2012 - Present
Illinois TRiO, Inc.	2012 - Present

CERTIFICATION(S):

Mental Health First Aid	2019 - Present
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PROFESSIONAL DEVELOPMENT:

Conference

Ruffalo Noel Levitz Conference on Student Recruitment, Marketing & Retention	2016
ILACADA Drive-In Conference	2014
Association on Higher Education and Disability Conference	2014
ICBCHE Drive-In Conference	2014, 2017
Black & Latino Male Summit	2014 - 2017
Illinois TRiO, Inc. Professional Conference	2013 - 2019
EOA Professional Conference	2012 - 2019
EIUnity Diversity Conference	2009 - 2020
National Conference on Race & Ethnicity (NCORE)	2008 - 2010

Titles/Positions

Illinois Committee for Black Concerns in Higher Education (Treasurer)	2017 - Present
Alpha Phi Alpha Fraternity, Inc. (Advisor)	2015 - Present
Staff Senator (Minority Senator)	2015 - 2019
Illinois TRiO (Treasurer)	2014 - 2016
African Student Association (Advisor)	2014 - Present
N.A.A.C.P. (Advisor)	2013 - Present
Omega Psi Phi Fraternity, Inc. (Advisor)	2013 - 2014
S.T.R.O.N.G. MENToring (Advisor /Mentor)	2012 - Present
EIUnity Diversity Group (Advisor)	2010 - Present
Black Graduate Student Association	2010 - Present
Co-Advisor/ 2012-Present	
President/ 2010-2011	
Minority Leadership & College Prep Camp (Coordinator/Counselor)	2008 - Present

Committee

First Generation Black Males Thesis Committee	2019 - Current
University Union Advisory Board	2017 - Present
Gender and Sexuality Diversity Advisory Board	2016 - Present
African American Heritage Month Committee	2013 - Present
Illinois TRiO Scholarship Committee	2012 - 2014
Minority Internship Program Committee	2012 - 2013
Enrollment Quality & Diversity Board	2010 - Present
EIU Black Student Reunion Planning Committee	2008 - Present

Trainings/Webinars

LGBTQA Safe Zone	2015
State of the African-American Professional	2014
Advising Transfer Students: NACADA	2013
Advising Strategies for Students who are on Academic Probation.. NACADA	2013
Academic Advising Training	2012

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Programming

Men of Color Career Symposium	2020
Men of Color Summit	2013 - Present
Minority Affairs/TRiO Recognition & Awards Reception	2013 - Present
Top Black Achievers Project	2012 - Present
EIUnity Diversity Conference	2008 - Present
Minority Leadership & College Prep Camp	2008 - Present