

SM JACOBS GROUP QUALIFICATIONS

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Summary of Qualifications

- ✦ 29 years of successful, progressively responsible experience in higher education, business and industry
- ✦ Leadership experience in academic affairs, strategic planning, accreditation, assessment, curriculum development, diversity, budget management and grant writing
- ✦ Knowledgeable and experienced in faculty professional and policy development
- ✦ Significant experience in non-credit business /industry and community operations
- ✦ Strong faculty credentials in teaching, advising and program development
- ✦ Excellent interpersonal, collaborative and organizational communication skills

The S M Jacobs Group, LLC
Chief Executive Officer

Middletown, DE
June 2013 - Present

- Higher Education Consulting Firm specializing in curriculum development and review
- Designing and implementation of data collection instruments

Academic Administration Experience

Delaware County Community College
Executive Assistant to the Provost

Media, PA
July 2011 – December 2013

- Liaison between Provost and Division Deans
- Work closely with senior management and deans in all areas to ensure Provost goals are attained
- Director of Experiential Learning Program for Faculty
- Adjudicate and issue final determination of student issues that cannot be resolved at the Dean's level
- Serve as mentor and meeting/project facilitator to Assistant Deans and Site Directors
- Serve as the direct report for Directors of the following programs:
 - Center for Paralegal Studies
 - Center for Culinary Arts
 - Responsibilities for these programs include: Budget oversight, enrollment and marketing
- Serve as Office Manager for support staff within Provost Office
- Research and prepare reports for Board of Trustees, State and National entities
- Performs other duties as assigned

Site Director- Pennocks Bridge Campus

March 2013 – December 2013

Personnel

- Responsible for the coordination and management of all operations at the campus
- Monitors physical facility, academic programs and student support services necessary to enrich instruction
- Create site course schedule
- Draft and manage site budget
- Hire, supervise, train and evaluate support staff
- Handle personnel issues and concerns

- *Monitor day to day operation and staffing needs*
- *Plan and provide orientation and staff development programs for staff*

Academic

- *Develop academic course schedules*
- *Implement academic plan and ensure academic integrity of courses and programs*
- *Hire adjunct faculty and evaluate classroom performance*

Student Services

- *Ensure the provision of a maximum range of services and programs to students*
- *Coordinate student assessment, advising and registration, learner resources, orientation and other site events such as workshops, information sessions and career fairs*

Administrative

- *Represent the interest of the Site in all college efforts, particularly marketing and public relations initiatives*
- *Serve as the liaison for community partners*
- *Chair a community based advisory committee for site specific goals*

Acting Dean, Business/Computer Information Systems April 2009-June 2011

- *Hire, supervise, and evaluate full time faculty and staff in accordance with college policies.*
- *Assign faculty workloads according to the faculty contract*
- *Develop and oversee the division's instructional budget.*
- *Seek and administer additional funding sources such as grants.*
- *Set priorities for capital budget items and resource needs.*
- *Develop and implement yearly academic plan for the division.*
- *Lead program and course assessment processes.*
- *Oversee external accreditation processes for programs.*
- *Ensure the academic integrity of all educational offerings.*
- *Support and promote the use of existing and emerging, technologies in the teaching and learning process.*
- *Prepare institutional, state, and national reports as required on a timely basis,*
- *Implement special projects or duties as assigned by the Provost.*

Assistant Dean, Business/CIS January 2006-April 2009

- *Responsible for the daily management of five Business and Computer Information Systems programs (Accounting, Business, Computer Science, Hotel/Restaurant Management and Paralegal Studies)*
- *Oversight of the curriculum development, enrollment management and assessment of all programs*
- *Staff full and part time faculty in scheduled courses (traditional and on line) for all programs at multi campuses*
- *Evaluation and classroom observation of all part time faculty*
- *Experience with implementing cultural diversity across the curriculum*
- *Interview and hiring of all part time faculty*
- *Develop and implement professional development workshops and opportunities for faculty*
- *Develop and implement external advisory boards as they relate to division programs*
- *Oversight of noncredit business/industry and community programs and staff*
- *Coordinate special assignments as directed by the VP of Academic Affairs*
- *Assist Dean with academic planning, regional and specialized accreditation and new program development*
- *Collaborate with Instructional and Administrative Technology Departments to deliver and evaluate all methods of distance learning*
- *Coordinate UPS Earn and Learn for DCCC Students*

- *Utilize Team approach to management and problem solving*
- *Experience with Middle States accreditation process*
- *Handle student complaints in such a way as to maintain academic integrity*

College Wide Committees

- *National "Achieving the Dream" Initiative*
- *Academic Affairs Advisory Committee*
- *Professional Development Advisory Committee*
- *College Diversity Committee*
- *Chaired five Personnel Search Committees (3 at Dean's Level or higher)*
- *Served as member of more than twenty search committees*

Lincoln University
Assistant Director, Office of Student Services

Lincoln University, PA
 June 2005 – January 2006

- *Provided academic advising , personal and career counseling to core of freshman students*
- *Administered and supervised student employment program*
- *Design and implement programs to improve student retention*
- *Provide ombudsman's and referral services to students*

Director, Mass Communications Program

August 1993-May 2005

- *Designed and implemented curriculum, course and policy for degree in mass communications*
- *Administered and coordinated the daily affairs of the mass communications program including radio and television stations*
- *Academic and faculty advisor for students enrolled in program*
- *Managed and administered program budget,*
- *Recruit and staff academic and technical personnel*

Allied Technology Group
Senior Education/Training Analyst

Lanham, MD
 October 1997-February 2000

- *Developed minority focused programs in science and engineering at minority institutions for various federal government agencies*
- *Wrote grant solicitations, according to format required by funding agency*
- *Directed and coordinated the evaluation and monitoring of grant funded programs at awarded institutions*
- *Conferred with personnel affected by proposed program to develop program goals and objectives*
- *Managed peer review award process*
- *Developed and instituted custom computer based training and competency' testing programs*
- *Formulated teaching outline and determined instructional method*
- *Utilized individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops*
- *Responsible for the selection of teaching aids, such as training handbooks, demonstration models, multimedia visual aids, computer tutorials and reference works*
- *Tested trainees to measure progress and to evaluate effectiveness of training*

Howard University ComSERC
Director of Communications and Administration

Washington, DC
January 1994 -July1997

- *Directed and coordinated the evaluation and monitoring of programs*
- *Served as liaison to representatives of funding sources and all other involved entities*
- *Managed and developed strategic business plans and identified new business ventures*
- *Directed the marketing support services, including target identification, proposal generation, pricing strategy and contract negotiation*
- *Worked closely with customers , analysts and consultants to develop product strategy and future direction*
- *Successfully managed staff of twenty*
- *Grant Writer*
- *Wrote periodic reports to comply with grant requirement*
- *Created and maintained applicable databases*
- *Participated in trade show activities, interfaced directly with customers and discussed customer issues and requirements*

Teaching Experience

Lincoln University-English and Mass Communications
Assistant Professor

Lincoln University, PA
August 1993 – May 2005

- *Taught all courses in mass communication theory ,management ,research methods and ethics; business communication*
- *Served as faculty advisor to student organizations*
- *Served on various university and department committees*

Howard University - School of Communications
Instructor

Washington, DC
August 1989- May 1993

- *Taught courses in Radio, Television and Film history and management*
- *Served as Chairperson of School Student Affairs Committee (3 terms)*
- *Served on various faculty and University committees*

Bristol Community College
Director of Communications/Assistant Professor

Fall River, MA
August 1988-July 1989

- *Taught all courses in mass communication theory and management*
- *Designed and implemented mass communications curriculum for Associates Degree*
- *Performed related duties, such as advising students on academic and vocational curricula*

Essex County College
Coordinator Media Production/Technology/Instructor

Newark, NJ
April 1984- July 1988

- *Taught courses in mass communication history and management; English composition*

- *Developed, implemented and coordinated two year degree program*
- *Responsible for course scheduling and staffing*
- *Produced promotional videos for department and college*

Leadership Development

- *American Council on Education Office of Women in Higher Education 71st National Leadership Forum for Women Administrators – June 2008*
- *American Association of Community Colleges National Council on Black American Affairs Leadership Development Institute Scholar, October 2007*

Fellowships

- *Department of Defense Historically Black College and University (HBCU) Faculty Fellow Washington, DC, August 1991 –January 1994*
- *Development of Academic Potential Graduate Fellowship – Miami University, Oxford, Ohio, August 1983*

External Committees

- *Middle States Commission on Higher Education Peer Evaluator*

Professional Affiliations

- *American Association of Community Colleges*
- *American Council on Education, Office of Women in Higher Education*
- *Pennsylvania Black Conference on Higher Education (2013 Conference Chair)*
- *Association for Education in Journalism and Mass Communication*

Education

- *Howard University, Washington, DC, Doctor of Philosophy, Mass Communication and Media Studies(ABD)*
- *Miami University, Oxford, OH, Master of Arts, Mass Communication*
- *Shaw University, Raleigh, NC, Bachelor of Arts, Radio, Television and Film*