

Dr. Darryl Frazier
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KEY SKILLS

Known for possessing in-depth knowledge of leadership and management theory
Known for establishing excellence in teaching and academic advisement
Well versed with the required written and verbal communication skills
Ability to present the subject matter in a simplified manner before students
Sound knowledge of different computer applications and online teaching

EDUCATION

Doctorate in Organizational Leadership
Nova Southeastern University - 2004

Master of Public Administration
Florida State University - 1996

Bachelor of Science in Criminal Justice
Florida Agricultural and Mechanical University - 1993

EXPERIENCE

Present from August 2009

Assistant Professor

Bethune-Cookman University, Daytona Beach, FL

- Teach organizational leadership, organizational dynamics, and change theory courses to graduate students.
- Intrusive academic advising, participation in university committees and supervision of graduate thesis projects.
- Engaging in student recruiting, program development, and program assessment
- Using technology in teaching, and publishing study-related materials on college website
- Preparing and giving lectures, as well as grading papers and tests
- Responsible for syllabus preparation, test construction and grade assessments.
- Teaching load includes participation in the new student orientation and APA manual online workshops.

May 2012 – August 2015

Founding Dean/Assistant Professor

Bethune-Cookman University, Daytona Beach, FL

- Managed the day-to-day affairs of the School of Professional Studies.
- Supervised three departments, 20 faculty, two satellite campuses and 7 staffmembers.
- Determined scheduling of courses recommends implementation of additional courses.
- Coordinated activities of student advisors.
- Participate in activities of faculty committees, and in development of academic budget.
- Supervised admissions, retention and recruitment activities.

July 2011 – May 2012

Interim Dean/Assistant Professor

Bethune-Cookman University, Daytona Beach, FL

- Managed the day-to-day affairs of the School of Graduate and Professional Studies.
- Supervised three departments and over 15 faculty and 5 staff members.
- Determine scheduling of courses recommends implementation of additional courses.
- Coordinate activities of student advisors.
- Participate in activities of faculty committees, and in development of academic budget.
- Supervised admissions, retention and recruitment activities.

August 2009 to June 2011

Manager of Reports and Systems/Instructor

Bethune-Cookman University, Daytona Beach, FL

- Supervises mining of data from administrative and academic systems.
- Analyzed data and develops reports of findings; identifies erroneous or questionable data.
- Monitored and updated the Master Course File/catalog master for thoroughness and accuracy.
- Monitored and updated the online academic catalog (ACALOG), prerequisites and co-requisites.
- Assigned academic advisors and advisees in the academic advisement module as requested by faculty. Assisted with registration, dropping/adding, data entry of transfer credits.

August 2005 – May 2009

Director of Academic Advisement/Instructor

Bethune-Cookman University, Daytona Beach, FL

- Planned, organized, and supervised all academic advisement activities.
- Disseminate information to department heads/academic advisors on changes in curriculum.
- Informed faculty and staff on policies, and procedures with updated general education requirements.
- Assisted with english, reading, and math student retention activities.
- Managed and updated academic advisement manual.
- Facilitated opportunities for student/faculty/staff development
- Conducted advisement workshops for students and faculty.

September 2000 - July 2005

Director of Admissions

St. Matthew's University School of Medicine, Oviedo, FL

- Student recruitment
- Facilitated information sessions for prospective students.
- Tracked prospective students.
- Facilitated completion of admissions files.
- Ensured regular phone, email and mail contact with prospective students.
- Ensured application fees and seat deposits were received.
- Supervised admissions counselor(s).
- Reviewed files for accuracy before sending to admissions committee.
- Interviewed each medical school candidate.

PRIMARY RESPONSIBILITIES

Conducting learning activities such as lectures, demonstrations, workshops as needed

Providing proper feedback on students' performance to encourage learning

Contributing to curriculum development and design of subjects and resources

Preparing learning support materials with the help of computer applications and other university resources

SECONDARY RESPONSIBILITIES

Motivating students to perform well in their subjects

Complying with the policies and procedures of the university while dealing with students

Encouraging regular feedback from/to students

Ensuring sound academic advisement

REFERENCES

On request.