

# **Curtis D. Byrd, Ed.D.**

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## **SUMMARY OF QUALIFICATIONS:**

- 15+ years of experience in recruitment and retention for graduate programs
- 15+ years of experience in creating, implementing & assessing undergraduate and graduate outreach programs
- Direct management and supervision of professional, support staff and students (graduate & undergraduate)
- 15 years of experience collaborating and evaluating research programs with faculty and students
- Proven ability to manage successful university projects and budgets (from \$150,000 to \$5 million)
- Ability to work productively with various internal and external college academic and service units
- Utilization of change management techniques with the Office of Institutional Diversity (UGA) & SREB Doctoral Scholars

## **EDUCATION**

### **University of Georgia, Athens, GA**

#### ***Doctor of Education (Ed.D.)***

***May 2016***

Major: Adult Education Leadership

Dissertation Topic: "Diversifying the Professoriate: Creative Strategies to Increase Minority Representation in the College Classroom"

Research Consultant Group: SREB Doctoral Scholars Program (implemented change management)

### **Iowa State University, Ames, IA**

#### ***Master of Education (M.Ed.)***

***August 1996***

Major: Higher Education/Professional Studies

Major Thesis: "The Demographics of Minority Recruitment at Majority Institutions and How it Affects Their Retention"

#### ***Bachelor of Science (BS)***

***May 1992***

Major: Psychology; Minor: Hotel, Restaurant, and Institution Management

## **HIGHER EDUCATION EXPERIENCE**

### ***Assistant Dean /Sr. Associate Director of Graduate Admissions***

***August 2011-Present***

Office of Graduate Studies/Office of Graduate Admissions

Clark Atlanta University, Atlanta, GA

- Manage and coordinate all recruitment, retention and marketing efforts for all 41 graduate programs at CAU
- Assess and evaluate all graduate programs, along with developing new initiatives at CAU (i.e. TA Program, Prof. Masters-Biology)
- Conduct regular campus climate surveys and focus groups for graduate students to accommodate their needs
- Create and develop marketing campaign-maintain and update graduate website, publications, billboards, newspaper ads
- Developed comprehensive graduate enrollment management & diversity plan (i.e. grad task force, international student orientation)
- Serve as a liaison to School Deans, chairpersons, and graduate coordinators on recruitment issues and marketing initiatives
- Manage and navigate student information database system-Banner, to process applications and prepare for graduate departments

### ***Director of Special Programs & Associate Director, McNair Program***

***August 2009-August 2011***

Office of Undergraduate Affairs, Provost Office

University of Florida, Gainesville, FL

- Coordinate and assess a U.S. Department of Education-TRIO program grant (\$1 Million Budget)
- Coordinate and collaborate with all undergraduate research programs
- Interpret federal grant policies and build procedures/guidelines for local programs
- Develop assessment tools to evaluate all programs and events, and publications and websites

### ***Director***

***June 2007-August 2009***

Ronald E. McNair Post-Baccalaureate Achievement Program

Georgia State University, Atlanta, GA

- Coordinate and Assess a U.S. Department of Education-TRIO program grant (\$1 Million Budget)
- Provide seminars and workshops to undergraduate scholars to prepare for graduate school, coordinate summer research program
- Interpret federal grant policies and build procedures/guidelines for local program
- Develop assessment tools to evaluate all programs and events

***Executive Director******January 2006-May 2007***

Peach State Louis Stokes Alliance for Minority Participation

University of Georgia-Office of Institutional Diversity, National Science Foundation, Athens, GA

- Administered and coordinated NSF grant for six Georgia public institutions ( \$5 Million budget)
- Developed recruitment and retention plan to encourage underrepresented students to pursue STEM disciplines
- Developed policies, procedures and assessment tools for consistency among alliance institutions
- Coordinated summer undergraduate research program
- Created publications and websites for PLSAMP

***Director-Graduate Recruitment and Retention******May 2000-December 2005***

Graduate School

University of Georgia, Athens, GA

- Coordinated recruitment efforts for over 240 graduate programs
- Established fund raising, public relations, and faculty/staff collaboration efforts to support programs for minority students
- Developed strategies for recruitment and retention of graduate students for underrepresented populations (Assistantships/scholarships, Visitation programs, Graduate school workshops)
- Served on the inaugural development committee for the Office of Institutional Diversity
- Developed and implemented mentorship programs for graduate students
- Coordinated summer undergraduate research program (SURP) for 50 undergraduate students ( \$150,000 budget)
- Served as adviser of Graduate Student Organizations (Graduate Student Association and Graduate and Professional Scholars)
- Created UGA Graduate Feeder Program (partnered with Spelman College, Morehouse College, Albany State University)
- Created a brochures/publications and a website for the recruitment and retention office

***Coordinator of Academic Advising******Aug. 1999-Apr. 2000***

School of Computing and Software Engineering

Southern Polytechnic State University, Marietta, GA

- Coordinated academic advising seminars for faculty and students
- Provided academic advising for approximately 200 undergraduate students
- Served as a graduate recruiter for the department and the University
- Served as a liaison between the Computer Science Department and external career agencies
- Worked with Banner database to advise Computer Science students

***Graduate Student Program Coordinator******Nov. 1996- July 1999***

Graduate College

Arizona State University, Tempe, AZ

- Coordinated Teaching Assistant and general graduate orientations for over 300 students
- Advised three minority graduate student organizations, and managed their budgets (BGSA, HGSA, AIGSA)
- Served as a recruiter for over 150 graduate programs
- Managed assistantship program and allocations (\$250,000 budget)
- Supervised staff of one recruiter and support staff in the recruitment office

***Academic Advisor, Senior******Jan. 1996-Nov. 1996***

Undergraduate Programs, College of Business

Arizona State University, Tempe, AZ

- Provided academic advising to over 200 undergraduate business students
- Evaluated community college and university course credits for over 1000 freshmen, transfer and currently enrolled students
- Gathered and interpreted confidential student information to consider for professional program (upper division business courses) in the College of Business

***Admissions Counselor & Administrative Assistant******May 1993-Jan. 1996***

Office of Admissions/Graduate College

Iowa State University, Ames, IA

- Provided academic counseling and consulting of prospective high school, transfer, and adult students, and parents
- Developed follow-up correspondence for undergraduate students and their parents about various educational concerns
- Provided information sessions on admissions to ISU and provide campus tours
- Conducted minority student retention and recruitment research, to develop successful recruitment plan
- Assisted in development and writing of a successful grant proposal (McNair Grant)

## **PUBLICATIONS**

Byrd, C. & Williams, R. (Fall 2019-Pending), THRIVE-Pipeline Programs for Underrepresented Students, Lever Press, Book

Byrd, C. (Fall 2016) Innovative Strategies to Diversifying the Professoriate: Resources for Graduate Enrollment Management Professionals, National Association of Graduate Admissions Professionals, “Prospectives”, Quarterly Journal

Byrd, C., Clark, M. (Spring 2002) Reflections and Thoughts: Creative Recruitment in Race-Sensitive Environments: Utilizing Alternative Strategies to Promote Diversity in Graduate Education, National Association of Graduate Admissions Professionals, “Prospectives”, Quarterly Journal

## **GRANT WRITING EXPERIENCE**

Ronald E. McNair Post Baccalaureate Achievement Program (Proposal)	Spring 2017
National Association of Graduate Admissions Professionals-Enrollment Management Research Grant	Spring 2015
Peach State Louis Stokes Alliance for Minority Participation-NSF Grant Program: Interim and Annual Report (Successful for 2 <sup>nd</sup> year Funding)	Fall 2006
National Science Foundation-Letter of Support for grant proposal: “Euglenoid Project II” from the Center of Ultrastructure Research (Dr. Mark Farmer)	Spring 2003
National Science Foundation-Letter of Support for grant proposal: “Functional Identification of Genes for Pectin Biosynthetic Enzymes” (Dr. Debra Mohnen)	Winter 2002
Council of Graduate Schools/Petersons Inclusiveness Grant, Research Assistant, Co-Author	Spring 2001
Ronald E. McNair Post Baccalaureate Program, Research Assistant	Fall 1994

## **CONFERENCE PRESENTATIONS AND SPEAKING ENGAGEMENTS**

“Leveraging Leadership-Relevant History and Responsible Interventions for Educational Transformation and Inclusion”-  
Center for Social Transformation and Leadership, Seattle University, Seattle, WA (November 2018)

“Responsible Organizational Change-History & Inclusion in the 21<sup>st</sup> Century”- Jamestown, LLC, Atlanta, GA (August 2018)

“Black Students, College Choice and HBCUs – Enrolling the Next Generation”- Penn Center for Minority Institutions (May 2018)

“Pipeline Programs and the Importance of Diversity and Inclusion-Panel Discussion”- American Studies Association Conference  
Chicago, IL (Nov. 2017)

“Diversity in Higher Education and Faculty Diversity-Panel Discussion”-with Dr. Julianne Malveaux, Black Doctoral Network  
Conference, Atlanta, GA (October 2016)

“Innovative Strategies to Diversifying the Professoriate-Resources for Graduate Enrollment Management Professionals” National  
Association for Graduate Admissions Professionals (NAGAP), Nashville, TN (April 2016)

“Transitioning into Graduate School” Workshop, SAEOPP National McNair Conference, Atlanta, GA (June 2012, 2013, 2015, 2018)

“Tips for Preparation for Graduate Study and Goals in Life”, Peach State-Louis Stokes Alliance for Minority Participation (PSLSAMP),  
Banquet-Keynote Speaker, Athens, GA (December 2011)

“Strategies in Recruiting & Retaining Diverse Graduate Students”, New Graduate Admissions Professionals Meeting  
National Association of Graduate Admissions Professionals (NAGAP), Las Vegas (July 2011)

“Finding Your Purpose and Tips for the Next Step in your Life”, National Society of Collegiate Scholars Award Ceremony,  
Keynote Speaker, University of Florida, Gainesville, FL (October 2010)

“A McNair Directors Guide: Support Programs for Incoming Graduate Students”, Council for Opportunity  
in Education Annual Conference, San Diego, CA (September 2010)

“How to Use McNair & Other Graduate Preparatory Programs to Increase Diversity Among Your Doctoral Students”,  
National Association of Graduate Admissions Professionals (NAGAP), San Francisco, CA (April 2010)

Pre-Conference Institute-“Creative Strategies in Recruiting & Retaining Diverse Graduate Students”,  
National Association of Graduate Admissions Professionals (NAGAP), San Francisco, CA (April 2010)

“McNair Orientation-Conference Etiquette and Preparedness”, Compact for Faculty Diversity-Institute on Teaching and Mentoring,

Tampa, FL (October 2008, 2009, 2010)

“McNair 1989 to 2009, from 14-185: Where do we go from here?”-Convened and chaired national pre-conference meeting among National McNair directors, Council for Opportunity in Education Annual Conference, San Antonio, TX (September 2009)

“Transitioning to College” Workshop and Keynote Address to Georgia State Boys & Girls Club, Athens, GA (May 2007)

“Pre-Conference Workshop on Prep for Graduate School and Professional Conferences”, SAEOPP UTK-Ronald E. McNair National Scholars Research Conference, Knoxville, TN (June 2007)

“Essentials for Graduate School”- Workshop, Southern Polytechnic State University, Marietta, GA (February 2007)

“Legal Challenges to Access and Opportunity in Higher Education, SAEOPP UTK-Ronald E. McNair National Scholars Research Conference, Knoxville, TN (July 2005)

“A Magnificent Collaboration: the Dream Team Presents Strategies for Professional Success,” National Association for Graduate Admissions Professionals (NAGAP), Chicago, Ill (April 2005)

“Applying to Graduate School the Do’s and Don’ts,” Florida/Georgia Louis Stokes Alliance for Minority Participation (LSAMP) Conference, Tampa, FL; Orlando, FL, Miami, FL (Jan. 2003, 2004, 2005)

“How to Prepare for Graduate School,” South Carolina LSAMP Conference, Columbia, SC (Nov. 2001, 2002)

“Effective Tactics in Applying to Graduate School,” Houston LSAMP Conference, San Marcos, TX (July 2002)

“Creative Recruitment in Race-Sensitive Environments: Utilizing Alternative Strategies to Promote Diversity in Graduate Education,” National Association of Graduate Admissions Professionals (NAGAP) Conference, Scottsdale, AZ (Apr. 2001)

### **LEADERSHIP AND SERVICE**

CAU Graduate Enrollment Task Force Chair	Spring 2017
SAEOPP National McNair Conference Co-Chair	2008-Present
CAU Graduate Student Alliance (GSA) Advisor	2015-Present
University of Missouri-Mizzou Colleagues to Campus Forum-Dialogues on Diversity	June 2016
Regional McNair Director Representative for national McNair advisory board (appointed-COE)	2007-2011
Georgia State University-Undergraduate Research Advisory Board	2007-2009
National Association of Graduate Admissions Professional Conference Planning Committee	2005-2006
The University of Georgia Committee of Graduate Recruitment and Retention	2000-2005
UGA Center for Undergraduate Research Opportunities (CURO) Advisory Board	2002-2006
Vice President of Black Faculty and Staff Organization of UGA	2003-2004
UGA African American Culture Center Advisory Board	2001-2002
UGA Office of Institutional Diversity Steering Committee	2001-2002
Member of ASU Council of Academic Advisors	1996-1997
Member of African American Men of ASU	1996-1999

### **RELEVANT TECHNOLOGY EXPERIENCE**

Ellucian-Banner Administrator & Evisions-ARGOS Reporting System Administrator  
Hobsons & Fire Engine Red Customer Relations Management Systems  
ApplyYourself & Student Information Systems (SIS) Database  
Windows; Microsoft Office Suite & Internet/Intranet Applications

### **PROFESSIONAL MEMBERSHIPS**

National Center for Faculty Development and Diversity (NCFDD)	2017-present
National Association of Diversity Officers in Higher Education (NADOHE)	2012-present
Georgia Association of International Educators (GAIE)	2011-present
National Association of Graduate Admissions Professionals (NAGAP)	1999-present
Council of Graduate School (CGS)	2000-2007
National Black Graduate Students Association (NBGSA)	1998-2005
Society for the Advancement of Chicanos & Native Americans in Science (SACNAS)	1997-2005
National Association of Student Personnel Administrators (NASPA)	1993-1996
Iowa Student Personnel Association (ISPA)	1993-1996