

Dr. Darryl Frazier
5 Seamaiden Path
Palm Coast, FL 32164
(386) 864-0639
frazierd@cookman.edu

OBJECTIVE

To obtain an executive position in academic administration that embraces lifelong learning, faculty development, and student matriculation.

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

- Teaching leadership and organizational dynamics courses to graduate students.
- Assisting colleagues in preparing curriculum and presentations
- Performing high-quality academic advising.
- Engaging in student recruiting, program development, and program assessment.
- Using technology in teaching, and publishing materials on university website.
- Preparing and giving lectures, as well as grading papers and tests.

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 staff members.
- 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.