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Jessica Williams

Professional Summary

For over a decade, I have been responsible for curating the digital voice for individuals and organizations; maintaining continuity and congruence of that voice across various mediums. The stories that are real are the stories that heal. My professional goal is to work in a position that allows me to design and implement curriculum centered around truly empowering all parts of a system through authentic connection for the goal of sustainable, system-driven change.

Work History

AGNES SCOTT COLLEGE - Assistant Director, Center for Digital and Visual Literacy

Decatur, GA

08/2017 - 06/2018

- Provides technical support to approximately 900 students, and 80 faculty and staff members working on their SUMMIT digital portfolios, crafting digital identity and maintaining web-presence;.
- Supervises and manages Student Tutors-responsible for hiring, training and supervision, evaluation, mentoring, skills capacity training and day-to-day management;.
- Trains and supports student tutors on tools such as: PhotoShop, Illustrator, iMovie, Garage Band, Podcasting, Wordpress, Cascade and Audacity.
- Develops digital curriculum components for hybrid general education Senior capstone course Summit 400.
- Co-Lead JOURNEYS: Jamaica trip centered on exploring identity in international context
- Served as SUMMIT member ambassador for Admissions and Outreach events, Student Orientations, and campus honoraria.
- Designed monthly activity schedules.
- Trained, coached and mentored staff to ensure smooth adoption of new Digital Literacy curriculum.

CALIFORNIA STATE UNIVERSITY - Lecturer

San Marcos, CA

08/2016 - 02/2017

- Sole course instructor for WMST 351: Black Feminist Thought,

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Skills

- Course Instruction, and Curriculum Development
- Marketing, Outreach and Social Media Management
- Admissions and Enrollment
- Inclusive Community Development and Engagement
- Data Analysis and Data Visualization
- Instructional Design and Hybrid Learning
- Assessment and Data-Based Strategic Planning
- Core Competencies
- Identity Development
- Strong verbal communication
- Human Development and Group Relations
- Appreciative Inquiry, Dialogical Processing

Education

May 2016

UNIVERSITY OF SAN DIEGO

San Diego, CA

Doctor of Philosophy: Leadership Studies

Exploring the intersection of

Fat+Wom*n+Leadership: An Action

Consciousness and Activism with overall teaching evaluation of 4.7/5.0;.

- Selected faculty speaker for Tukwut Talks, a forum aimed at strengthening relationships between students and faculty of under-represented populations.
- Designed course materials, including syllabi, writing assignments and exams.
- Organized class events and activities to promote learning.
- Created lecture presentations for both online and in-class environments.
- Utilized innovative methods of instruction, including video, interactive class activities and discussions to present course material.
- Assessed students for special needs such as learning difference and disability and ESL for international and english as a second language learners; Modified assignments or developed individualized learning plan in conjunction with the appropriate campus or community services.
- Successfully improved student participation in the classroom through integration of creative role-playing exercises.

UNIVERSITY OF CALIFORNIA - Graduate Coordinator

La Jolla, CA

02/2016 - 01/2017

- Maintained website, social media (Instagram, SnapChat, Facebook) designing print and digital marketing materials for Department of Sociology Graduate and Undergraduate programs.
- Co-Chaired diversity and inclusion departmental committee making recommendations for increasing diversity in enrollment, retaining diverse students and creating programs with aims to recruit more diverse candidates from HBCUs and HSIs.
- Coordinated logistics of program admissions of nearly 200 graduate applicants, communicating program requirements, petitions, academic progress, research opportunities, student records, and academic student employment between students, faculty, and UC San Diego's Graduate Division;.
- Implemented marketing strategies which resulted in 12% growth of customer base.
- Produced ad hoc reports and documents for senior team members.
- Developed new process for student academic employee contract evaluation which resulted in marked performance improvements, budget balancing and transparency in hiring process.

UNIVERSITY OF SAN DIEGO - Outreach Coordinator Department of Counseling and MFT

San Diego, CA

06/2014 - 11/2015

- Managed website, social media (Twitter, LinkedIn, Facebook, Constant Contact) and all digital communications between prospective, current or former students and department;.

Research Study Chair: Cheryl Getz, Ed.D.

ABSTRACT: For women that identify as fat, most spaces openly neglect or are simply intolerant of her and even the stores meant for her are riddled with products meant to bind, reshape and essentially change her body. Fat women embody the paradox of being both conspicuous and unseen. Within systems, fat women are often silenced by shame, bias and discrimination; the unwanted and soiled identity hold us at the margins and serving as a barrier to effectively connect with others and practice leadership. In fact, these barriers, can result in recreating oppressive systems, uncomfortable environments and circumstances which continue to marginalize and discount the existence and value of fat women. This exploratory action research study allowed collaborators to engage in systematic collaborative and critical self-inquiry in an effort to secure congruence, continuity and acceptance around fatness. The questions guiding this research were: 1) How do I influence my and the collective groups' meaning making processes? 2) How does a woman who identifies as fat construct meaning of who she is? 3) How do a group of women who identify as fat construct shared meaning of who we are? 4) How does the meaning making impact the overall development of the group? And, do the developments of the group influence individual capacity for leadership, and if so in what ways? Through the use of individual interviews, social media, video recorded reflection and group meetings, collaborators took part in exchanges that allowed each person the ability to intentionally participate in her growth and the growth of others. Major findings include that language was instrumental in both indicating and influencing consciousness, and sub-culture inclusion can prove insufficient when one is seeking dominant culture acceptance. Further, this study suggests that as we modify, reframe,

- Established digital network: organized continuing education opportunities like the inaugural Serving Those Who Serve conference for mental health care professionals who serve military populations in San Diego, edited bi-annual newsletter to faculty, students, alumni and community partners.
- Increased current student engagement by planning faculty/student events, coordinating student peer relationships, and quarterly departmental social programming;.
- Advised approximately 150 prospective applicants across (3) academic programs on course registration, student involvement, extra- and co-curricular activities, volunteer opportunities and professional development;.
- Assessed data for exit exams, peer-institution curriculum design, alumni engagement and student satisfaction via Qualtrics;.
- Researched and updated all required materials needed for benchmarks and internal assessment.
- Analyzed departmental documents for appropriate distribution.

University of San Diego - SOLES Admissions and Outreach Doctoral Graduate Assistant, Outreach Coordinator
07/2012 - 06/2014

- Developed and oversaw the SOLES Ambassadors-a program aimed at connecting prospective students with over forty diverse current students and alumni to provide the student experience to prospective applicants; Ambassador program helped to decrease melt by nearly 20% in some programs and improved overall admissions experience from 4.2 to 4.67 on scale of 0-5.
- Organized and maintained Social Media (Twitter, LinkedIn, Instagram, Facebook, Constant Contact, Cascade) and maintain webspace for the department including participating in school-wide web redesign; created, edited, and contributed to the student-content driven SOLES Admissions and Outreach Blog;.
- Facilitated and created nearly 25 online information sessions for over 15 academic programs using Adobe Connect, moderated student panels for bi-annual Admissions Open Houses and each academic program information session;.
- Moderated student panels for bi-annual Admissions Open Houses and each academic program information session;.
- Created, edited, and contributed to the student-content driven SOLES Admissions and Outreach Blog.
- Responded to prospective student requests via telephone and email.
- Achieved decrease in melt and increase in application commitments by deadlines by increasing communication efforts between department and newly admitted students.

UNIVERSITY OF WEST GEORGIA, Student Development and Wellness Center, SDWC - LPCC Counseling Intern
 Carrollton, GA
01/2009 - 05/2011

understand and reimagine our internal narratives, it cannot help but influence how we relate to our external world.

May 2011
 UNIVERSITY OF WEST GEORGIA
 Carrollton, GA
 Masters of Education

DEC 2007
 UNIVERSITY OF TENNESSEE
 Knoxville, TN
 Bachelor of Arts: Psychology

- Lead various workshops for campus groups such as housing and residential life to increase mental health awareness and promote SDWC services on campus;.
- Researched, developed, proposed and facilitated a highly successful self-empowerment and identity development program for (10) black women as identified by critical incidence team, counseling and health services.
- Garrett L.Smith and JED Foundation Suicide Prevention Grant for Substance Abuse and Mental Health Services Administration (SAMHSA), Coordinator of Curriculum and Training.
- 3-year, 300K grant awardee, served as coordinator of curriculum and training and responsible for training curriculum design, implementation and evaluation.
- Assessed and synthesized results of training evaluations making suggested changes to curriculum as necessary to continually improve the efficacy of our trainings;.
- Produced assessment report data for our grant board's review, which including program evaluation and media and marketing efficiency.
- Incepted and lead the Prevention Team-undergraduate and graduate student volunteers.

Center for Inclusion and Diversity - Research Assistant

San Diego, CA

08/2011 - 05/2012

- Collaborated with our Black Student Recruitment and Recognition Committee analyzing data on approximately 430 student midterm deficiencies, first-year advising and retention efforts for incoming and current Black students;.
- Program evaluator for LEAD 295 a course for incoming Black students offered as part of institutional strategic plan to increase retention of Black Students.
- Researched diversity and inclusion efforts at peer institutions to help shape university policy and practices around diversity efforts, specifically faculty and student recruitment and retention.
- Much of our research helped to develop the Inclusion and Diversity Faculty Recruitment Toolkit outlining the university hiring policies on diversity;.
- Planned organized and promoted highly successful and well-attended events and initiatives that help to enrich the cultural experience of faculty, staff and students including our sponsorship of the MLK Parade, All People's Breakfast, Invisible People Project on San Diego Homeless Communities, and the San Diego Asian Film Festival.
- Black Graduate Student Association, Founding President AY.
- Supervised undergraduate students working on research projects.
- Prepared materials for reports, presentations, and submission to peer-reviewed journal publications.
- Recorded data and maintained source documentation following good documentation practices.
- Performed statistical, qualitative and quantitative analysis.

University of San Diego - Researcher

San Diego, CA

01/2014 - 05/2016

- As part of a retention and enrollment effort, myself and a team of other assessment and faculty researchers conducted focus groups with students and executive administration in an effort to increase Black student engagement and retention.
- Study resulted in the creation of a Black student resource center and the new position Director of Black Student Resources.
- As of Fall 2015, office of enrollment funded a two-year post-study to measure efficacy of current interventions and reassess the Black Student Experience.
- Gathered and organized information for research purposes.
- Collaborated with leadership team to identify relevant questions and determine best methods of collection.
- Performed data analysis and provided recommendations to achieve five recommendations to improve Black Student Experience and increase retention to matriculation for black students.

University of San Diego - Interim Assistant Director

San Diego, CA

08/2014 - 01/2015

- Hired to temporarily assist in the leadership of the United Front Multicultural Center where I was responsible for supervising two graduate assistants, and approximately twelve undergraduate student workers.
- Prepared data analysis reports for the Rainbow Educators diversity and inclusion training program, and helped to analyze data for Student Affairs strategic planning review.
- Consultant to AVP of Student Wellness Following four death-by-suicides on our campus, I worked with our Vice President for Student Affairs and our Assistant Vice President for Student Wellness in assembling a team to apply for the Garrett Lee Smith (SAMHSA) suicide prevention grant, which led to our successful application and receipt of the grant funding.
- Committee Member, Director of Admissions and Outreach Search Committee Helped to facilitate the hiring process for the Director of Admissions and Outreach for the School of Leadership and Education Sciences narrowing the pool of applicants from over 100 to 3 on campus interviews, and the eventual hiring of one outstanding applicant.

University of San Diego - President, Black Graduate Student Association

San Diego, CA

08/2011 - 05/2015

- Founding president of the BGSA officially establishing the organization with the university drafting by-laws, filling leadership positions;.

- Established the Black Alumni Mixer and Brunch, a networking event for Black alumni, faculty staff administration and current students;.
- Fundraised BGSA budget collecting ~\$15K in donations for programmatic funding;.
- Cultivated Black Alumni Network with USD Alumni Relations establishing network of over 700 Black Alumni, a \$50K endowed scholarship fund and the eventual inception of the Black Alumni affinity group;.
- Coordinated and hosted the Sweet and Soulful Thanksgiving Food Drive Luncheon for over 250 university community members raising nearly \$4K in food donations for Catholic Charities;,. Administered personal, academic, and career counseling for university students carrying a case-load of 18-25 clients per semester;.

Accomplishments

USD Graduate Student Trailblazer of the Year: 2016

USD Women's Center Woman of Impact: 2014, 2016

Meritorious Research Travel Award Recipient: 2014, \$1,500

Sr. Duchesne Scholarship Award Recipient: 2013-2014, \$3,000/year

USD Alumni Endowed Scholarship: 2012-2013, \$2,000/year

Dean's Merit Scholarship Recipient: 2011-2013, \$4,500/year

Diversity Scholarship Recipient: 2011-2016, \$2,000/year

Institutional Grant Recipient 3 years/\$300,000

Garrett Lee Smith Suicide Prevention Grant 2010-2013

Substance Abuse and Mental Health Services Administration (SAMHSA)

UWG College of Education Honors Convocation

Professional Achievement Award Recipient: 2011

Affiliations

- International Leadership Association
- Women's Leadership Affinity Group (ILA)
- Black Graduate Student Association, President ('11-'14)
- Chi Sigma Iota Gamma Zeta Chapter
- American Counseling Association, Member
- Georgia College Counseling Association, Member

Academic Service

INSTITUTIONAL PRESENTATIONS AND TRAININGS

- Williams, J.J. (May, 2017). Teaching Technology to Generation Z, Agnes Scott College, SUMMIT 400 faculty training.
- Williams, J.J. (April 2017). Looking at Lemonade: Art as Activism,

Bucknell University, HER Campus and Women's Resource Center social programming event.

- Williams, J.J. & Lee, J. (August 2015). Exploring Identities for the Student Affairs Professional, University of San Diego, Graduate Assistant Training
- Williams, J.J. & Franco, N. (January 2015). Diversity and Inclusion in the Classroom, University of San Diego, Emerging Leaders Spring Training
- Williams, J.J. & McLaughlin, C. (August 2015). Creating Diverse and Inclusive Spaces in Student Affairs, University of San Diego, Graduate Assistant Training
- Williams, J.J. (August 2015). Exploring Social Identities for the Student Affairs Professional, University of San Diego, Graduate Assistant Training
- Williams, J.J. (January 2014). Making Music Together: Learning to Lead by Listening, University of San Diego, Greater Than Yourself Undergraduate Leadership Retreat
- Williams, J. & Wheelus, A. (November 2010). Zeta Phi Beta Sorority, Inc. Mental Health Awareness Night. University of West Georgia
- Williams, J. & Wheelus, A. (October 2010). Prevent@UWG Gatekeeper Training. University of West Georgia

PUBLICATIONS

Newman, C. B., Williams, J. ., & Leary, M. (under contract). "The only Black kid in the cafeteria": Exploring Black identity at a predominantly White religiously affiliated university. In C. B. Newman, A. A. Hilton, B. Hinnant-Crawford, & S. Platt (Eds.). *Multicultural Education in the 21st Century: Innovative Research and Practices* . Charlotte: Information Age Publishing.

(Unpublished Report)

Newman, C. B., Spencer, J., Leary, M., Williams, J. ., Powell, P., Huston, C., & Whitman, K. (2013). Black Student Experience at the University of San Diego. Prepared for the Strategic Oversight Committee on Retention at the University of San Diego. San Diego, CA.

Cao, L., Charlesworth, J.R., & Wojcik, R.M.with Williams, J (researcher). (2012) School counseling students' perceptions of their practicum experiences and site supervision. *Tennessee Counseling Association Journal: 5*(1).

EDITORIAL EXPERIENCE

Guest Reviewer, *Fat Studies: An Interdisciplinary Journal of Body Weight and Society* (2015)