

Education

Doctorate of Education · 2017 · Morgan State University · Higher Education, Specialization – Community College Leadership

Master of Science · 2006 · Chicago State University · Criminal Justice

Bachelor of Science · 2002 · Chicago State University · Business Administration

Associate of General Studies · 1999 · Harold Washington College

Higher Education Administration Experience

The College of Staten Island, Staten Island, NY (CUNY)

The College of Staten Island is a large, city, public higher education institution located on a traditional 204-acre campus that offers Doctoral, Master's, Bachelor's, and Associate's degrees. The college serves 13,500 students which is inclusive of a unique and diverse population.

**2017 – Present Associate Higher Education Officer – Academic Affairs
(Equivalent to Associate Dean)**

The College of Staten Island · Staten Island, NY

Responsibilities:

- Provide guidance and leadership to 26 full time, 25 adjunct divisional faculty, and 5 support staff members
- Provide administrative leadership to the NYC Men Teach, Strategies for Success, Teachers on Sabbatical, and other grant and specialized programs
- Manage 50 percent of a 3M budget and approve budget expenditures for tax-levy, CSI foundation, auxiliary services, and research foundation funds
- Maintain working relationships with other CUNY Deans, CUNY Teacher Education Council members, New York City Department of Education, and New York State Department of Education
- Review and approve course over-tally and independent study requests
- Oversee recruitment efforts and hiring of new faculty and staff for the School of Education
- Project manager of the School of Education national accreditation efforts including drafting responses to the Council for the Accreditation of Educator Preparation (CAEP), the Association for Childhood Education International (ACEI), and the National Council on Teacher Quality (NCTQ)
- Participant on the college-wide assessment council
- Review and participate in decisions on faculty release time and workloads
- Participate in alumni, student, and faculty/staff events
- Manage and participate in academic program reviews
- Participate in the enhancement and creation of new academic programs

Accomplishments:

- Co-led the School of Education through the CAEP re-accreditation process for the English Education and Math Education programs
- Created a newsletter which has increased communication and monetary support from alumni and local supporters
- Increased student enrollment in grant and specialized programs within the School of Education by more than 50 percent
- Built relationships with community based organization to offer education and workforce opportunities to current and alumni students

Westchester Community College · Valhalla, NY (SUNY)

Westchester Community College (WCC) is a large, multi-campus, suburban, public Hispanic Serving Institution. The main campus is located on a traditional 218-acre campus that offering 60 associate degrees and certificate programs. The college serves 13,900 students who represent more than 100 countries. WCC has a total budget of 166M; 181 full time and 835 adjunct faculty.

2017

Chief of Staff – Project Administrator (Interim)
Office of the Provost and Vice President of Academic Affairs
Westchester Community College · Valhalla, NY

Responsibilities:

- Acted as designee in the absence of the Provost/Vice President of Academic Affairs
- Managed the administrative support staff in the Office of the Provost
- Worked collaboratively with the Provost and academic Deans to develop, refine, and execute the College's Strategic and Academic Master Plan
- Conducted special administrative research projects on a wide range of subjects related to academic affairs and operations of the college assigned by the Provost
- Assisted in the preparation and management of the budget for the Provost's office and the Division of Academic Affairs
- Served and participated on advisory committees as assigned by the Provost
- Communicated with college faculty, staff, and administration to discuss academic issues, program and support services, grants, and contracts
- Worked in collaboration with academic Deans to formulate and implement policies for academic affairs and support service programs
- Reviewed and drafted responses on behalf of the Provost for student academic grade appeals and complaints
- Worked in collaboration with the Provost and academic Deans to review results of personalized study on multiple measures
- Participated in College academic affairs accreditation activities, Achieve the Dream initiatives, and Title V grant application projects

Accomplishments:

- Worked with a local high school district to continue a partnership operating a school designated for students ages 18-21 with intellectual and/or developmental disabilities on WCC's campus that generates more than 75K annual revenue to the College.
- Co-authored a 125K grant proposal for *Education Instead of Incarceration*; a collaborative program with local county courts
- Participated in program review of criminal justice program
- Worked with the Provost to create an 80K *mini-grant* program for faculty and staff to design initiatives for student success

Bronx Community College · Bronx, NY (CUNY)

Bronx Community College (BCC) is a large public comprehensive Hispanic Serving Institution located on a traditional 43-acre campus and offers 40 associate degrees and certificate programs. The college serves 11,300 students who come from more than 100 countries. BCC has a total budget of 80M; 300 full time and 415 adjunct faculty.

2014 – 2016 **Director · Men of Color Initiative (“MOCI”) – Student Life**
Bronx Community College · Bronx, NY

Responsibilities:

- Worked in partnership with the division of academic affairs to increase student persistence and completion goals
- Collaborated with student affairs directors including: enrollment management, financial aid, student support services, career services, disability services, student engagement and success, and judicial affairs to accomplish student affairs mission and goals
- Responsible for oversight of divisional program budget including monitoring and approving budget expenditures
- Created multicultural and diversity programming for minority male educational success
- Prepared city council and central office budgetary and operational reports for program activities and success

Accomplishments:

- Increased Men of Color Initiative participation by more than 200 percent
- Received increased program funding based on student’s academic, persistence, and graduation outcomes
- Retained 95 percent of MOCI participants at Bronx Community College
- 50 percent of student participants that were on academic probation progressed to satisfactory academic standings
- Successfully collaborated with student affairs division to graduate the college’s largest student class (2014)
- Created the largest student club organization at Bronx Community College (2014)
- Mentored 3 consecutive student government association presidents that participated in the Men of Color Initiative program

2010 - 2011 **Criminal Justice Student Activity Coordinator (Part-Time)**
Bronx Community College Research Foundation · Bronx, NY

Responsibilities:

- Established and coordinated activities for criminal justice students from a Title V, 4.5M grant
- Prepared and distributed marketing materials detailing scheduled events
- Coordinated student related travel in accordance with college policies and procedures
- Managed and maintained a budget for student activities

Accomplishments:

- Planned and participated in trips to Washington, DC (Crime & Punishment Museum), White Plains, NY (Federal Court), and Bronx county criminal court
- Initiated a student reading series – criminal justice publications
- Established a brown bag professional speaker series
- Assisted with the creation of a student criminal justice club

District Assignment

LaGuardia Community College · Long Island City, NY (CUNY)

A large public comprehensive Hispanic Serving Institution. The college serves 19,500 students who come from more than 100 countries. LaGuardia Community College has a total budget of 90 million dollars; 352 full time and 771 adjunct faculty

2015

Student Affairs Assessment Coordinator

LaGuardia Community College (CUNY) · Long Island City, NY

Responsibilities:

- Conducted program and operational assessments of student affairs division and programs including: student development, student life, early childcare and learning center, health and wellness, single stop, transfer and career services, student information center, college testing, admissions, enrollment management, advisement, judicial affairs, A.S.A.P., college discovery, service learning, and Title IX
- Collected data for metrics identified in the student affairs strategic plan
- Coordinated the submission of student affairs data to the office of the associate provost
- Supported the associate provost in promoting an institutional culture that values assessment and continuous organizational improvement

Accomplishments:

- Completed a student affairs division-wide assessment
- Implemented comprehensive programs to assess students out of classroom learning experiences
- Increased knowledge and importance of assessment for administrative leaders and staff
- Developed and implemented division-wide assessment plans to measure both student learning outcomes and institutional effectiveness

Graduate Fellowship

Kennedy-King College: A medium, public, urban, comprehensive and technical Predominately Black Institution (PBI). The college serves 5,300 students and operates a technical center, and culinary arts and French pastry institutes. Kennedy-King College has a total budget of 30 million dollars; 76 full time and 106 adjunct faculty.

2005 -2006

Graduate Fellow

Kennedy-King College · Chicago, IL

Responsibilities:

- Provided class instruction to community college students
- Conducted textbook views for criminal justice courses
- Researched criminal justice programs at other institutions to make program enhancements
- Worked with Information Technology staff to incorporate Blackboard into criminal justice courses
- Conducted criminal justice workforce placement and employment research
- Served on the student judicial affairs committee

Accomplishments:

- Increased student enrollment by utilizing institutional research data
- Wrote the approved proposal to Illinois Community College Board (ICCB) which expanded criminal justice course offerings and certificate program
- Developed first ceremony for criminal justice certificate completers
- Selected new text-books for criminal justice courses

Executive Management Experience

Worked at various government and private sector organizations in the area of operational auditing, regulatory and legal compliance, and risk management.

LawCash: A large nationwide finance corporation that provides lawsuit funding for attorneys, and pre and post settlement funding advances for plaintiffs.

2008 – 2014 **Assistant Vice President, Risk Management**
LawCash · Brooklyn, NY

Responsibilities:

- Managed a 25M risk management division that included collections, risk assessment, compliance, audit and finance, and out-sourced litigation
- Established audit, operational, collection, and risk management policies and procedures
- Conducted on-site and in-house audits for case status and litigation progress of collateral cases
- Conducted risk reviews and created risk profiles on potential and existing clients
- Participated on credit committee to review delinquent and charge-off accounts
- Drafted and submitted complaints of alleged fraud committed by licensed attorneys to state bar agencies
- Contracted and managed accounts outsourced to nationwide counsel for collections and legal actions
- Oversaw the implementation of new procedures based on audit findings
- Determined risk levels for collection accounts
- Met quarterly with owners and investors to review business plans, budgets, loss mitigation accounts, and to establish recovery goals
- Conducted annual employee performance reviews and worked with human resources to determine employee bonus/salary increases

Accomplishments:

- Established new audit, operations, collections, litigation, and risk management procedures for specialty finance
- Built risk management departments for two divisions within the corporation
- Recovered more than 10M from a scratch and dent asset portfolio
- Recovered more than 500K from potential fraud charge-off accounts

Faculty/Teaching Experience**Full Time**

Lecturer · SEEK Program (substitute) · Medgar Evers College · Brooklyn, NY · 2017

Lecturer · Bronx Community College (substitute) · Bronx, NY · Spring 2016

Adjunct

Adjunct Assistant Professor · Bronx Community College · Bronx, NY · 2010 – Present

Lecturer · Westchester Community College · Valhalla, NY · 2017

Lecturer · ASA College · Brooklyn, NY · 2008 - 2010

Lecturer · Moraine Valley Community College · Palos Hills, IL · 2006 – 2007

Lecturer · Kennedy-King College · Chicago, IL · 2006

Selected Conference Presentations

Faculty of the Future

2018 Conference · Newtown, PA · 2018

Academic Mentoring: Growing from Good to Great

Association for Non-Traditional Students in Higher Education

21st Annual Conference · Charlotte, NC · 2018

Education Instead of Incarceration

Men of Color National Summit

2017 National Summit – Clemson University · Greenville, SC · 2017

From Incarceration to Colleges: Providing a Pathway to Success

American Association of Community Colleges (AACC)

96th Annual Convention · Chicago, IL · 2016

From Incarceration to Community Colleges: Providing At-Risk Students a Pathway to Success

The Association of Faculties for the Advancement of Community College Teaching

26th Annual Conference · La Plata, MD · 2016

Strategies for Critical Assessment of the Changing Clients of the Community College

The National Council on Black American Affairs (NCBAA)

Northeast Conference · New Haven, CT · 2015

Educating the Formerly Incarcerated & Minority Males: The Role of Community Colleges

Historical Black Colleges and Universities

Summit on Retention · Ocean City, MD · 2015

Removing Minority Males from Correction Institutions Placing Them in Higher Education Institutions: Providing At-Risk Men a Pathway to Success

Invited Panelist/Keynote Speaker

Tennessee Board of Regents (TBR)

Advising Academy 3.0 · Nashville, TN · 2019

From the Past to the Present: Ensuring Success for Today's Community College Students

Minority Male Community College Consortium (M²C³) · Today Operating as CEAL

2nd Annual Workgroup Meeting on College Men of Color · San Diego, CA · 2016

Supporting Men of Color in the Re-entry Population

CUNY - Black Male Initiative

10th Anniversary Conference · New York, NY · 2015

Diversity Recruitment for Male Initiative Programs

Publications

- Knox, J. (2019, June 10). Not Enough Black Males Qualified to Work in Higher Education – Cliché? *Diverse Issues In Higher Education*. Retrieved from <https://diverseeducation.com/article/147380/>
- Knox, J. (2019). From 1965 to 2018: What Happened to Black Men? *Journal of Underrepresented & Minority Progress (JUMP)*, 3(1), 87–93. Retrieved from <http://ojed.org/index.php/jump/article/view/1015/678>
- Knox, J. (2018, December 13). Academic Skills 101: In-Class Support Services. *NISOD Innovation Abstracts*, 40(41). Retrieved from https://www.nisod.org/2018/12/13/xl_41/
- Knox, J. (2018). Successful Black males at a Hispanic serving community college: A qualitative multiple case study. *Journal of Underrepresented and Minority Progress*, 2(1), 75-92. doi:10.5281/zenodo.1322169

Professional/Leadership Development

- 2018 · Presidents' Roundtable · Thomas Lakin Institute for Mentored Leadership
2015 · National Council on Black American Affairs · Leadership Development Institute

Professional Involvement/Service

- Middle States Commission on Higher Education · Peer Reviewer · (2017 – Present)
Administrative Review & Evaluation Committee · College of Staten Island · 2018-2021
Student Services Council · Bronx Community College · 2018
Developmental Education Council · Westchester Community College · 2017
Student Conduct Disciplinary Committee · Kennedy-King College · 2006
Black Male Initiative · College of Staten Island · Advisory Board Member · (2017 – Present)
Dissertation Committee Member · Morgan State University · Grand Canyon University

Professional Memberships/Affiliations

- The National Council on Black American Affairs (NCBAA) · 2014 - Present
Hispanic Association of Colleges and Universities (HACU) · 2016 - Present