

Jeremy C. Kirk

EDUCATION

Auburn University **Auburn, AL**
Doctor of Philosophy, Higher Education Administration Expected Graduation Date: December 2021

Auburn University **Auburn, AL**
Masters of Higher Education Administration Graduation Date: May 2016

Valdosta State University **Valdosta, GA**
Bachelors of Science in Middle Grades Education Graduation Date: May 2013

DIVERSITY EXPERIENCE

Lone Star College-Tomball | Office of Diversity and Inclusion (Title V Grant) **Tomball, TX**
Director of Diversity and Inclusion March 2020-Present

- Leads the Office of Diversity and Inclusion day to day operations by providing policy direction, strategic planning, budget management and programmatic implementation
- Reports to the Chief Strategist and President on the ongoing and future plans for diversity, equity and inclusion at the college consisting of employee programs, recruitment initiatives and equity-based hiring practices
- Plans monthly meetings with the Chief Diversity Officer to discuss KPI's, diversity initiatives, system priorities and AACC Goals
- Develops diversity training for onboarding new employees with Human Resources about diversity, inclusion, bias, and social justice in the workplace
- Chairs the Diversity Council Committee meeting monthly to discuss ongoing initiatives and make recommendations for future diversity plans in academic and student support services
- Chairs the Basic Needs Council meeting monthly to review the needs and concerns of students pertaining to housing, food, transportation, childcare, career placement, and health services
- Serves as lead of the Common Read Committee organized by the system office to find literature for discussion among Lone Star employees and students relevant to diversity and inclusion
- Serves as co-lead of the Diversity Action Council of the Lone Star College System, made up of six focus areas across the system to increase the exposure of diversity in departmental areas
- Develops the 2021-2024 Diversity Action Plan for the college with six focus areas; students, faculty, staff, parents and family, community partnerships, and K-12 pipeline
- Directs the Center for Leadership and Student Success (CLASS) while supervising the administrative assistant, advisor, outreach coordinator, professional development coordinator, faculty fellow and work study students
- Manages a \$3 million-dollar Title V HSI Grant (5 years) with a successful no cost extension for another year that helped fully fund the Office of Diversity and Inclusion staff
- Prepares quarterly reports for the Department of Education to update them on the budget, program objectives, grant objectives and initiatives listed in the original grant
- Reports on grant data in order to prepare for the summative evaluations from our internal and external evaluators which has exceeded expectation for the past four years
- Raises funds for the grant endowment through the college system's foundation that is used to fund student scholarships and other miscellaneous expenses pertaining to the grant
- Collaborates with the Center for Organizational and Teaching Excellence to provide professional development for faculty members through our Diversity Equity and Inclusion Certificate (cohort model) every semester

- Collaborates with the Center for Organizational and Teaching Excellence for professional development of faculty, staff and community leaders through our Critical Conversations Series
- Teaches the diversity portion of EDUC 1300 course for incoming freshman to learn about diversity 101 while also completing a capstone project for the course
- Facilitates the Common Podcast, a podcast for students to discuss diversity, equity and inclusion at the college and social issues facing them in society
- Plans the annual Diversity Summit comprised of Higher Education professionals and Corporate America employees around the greater Houston area to discuss diverse issues germane to their fields

Auburn University | Office of Inclusion and Diversity Education

Auburn, AL

Program Manager

May 2018- August 2019

- Formulate and deliver a diversity and inclusion educational learning strategy to inform and drive change and success consistent with the University's mission, strategic priorities and diversity action plan
- Manage qualitative and quantitative assessment and reports for the Inclusion and Diversity Education subunit while also managing the budget
- Develop diversity pipeline program in partnership with Alabama A&M University and Tuskegee University to increase enrollment of minority populations in the college of business and engineering
- Collaborate with colleagues in office to develop curriculum for Tiger Excellence Program for incoming Freshman Students who the university identifies as minority students
- Co-advise student organizations Student Excellence Team, PLUS Scholars, Diversity Ambassadors and Harold A. Franklin Society
- Write strategic goals for each college and departments on campus that has a five-part action steps from the university diversity action plan
- Facilitate workshops for students, faculty and staff on diversity, inclusion, equity and social justice topics related to higher education
- Constructs programming and initiatives for Diverse over Divide, OpenMinds, New Faculty, Faculty Moms, Women in STEM, and Student Excellence Program
- Host trainings with City of Auburn, Board of Trustees, Alumni Center, external corporate partners and professional schools
- Create a training manual for Facilities Management and Auburn Athletics junior and senior level administration along with HR professionals to promote diversity education on a management level

Auburn University | Multicultural Center

Auburn, AL

Coordinator

August 2014 – August 2016

- Collaborated with the director of the multicultural center to ensure events planned were effectively implemented and conducted pre and post assessment for student distribution
- Planned and created inclusive events for Black History Month, Women's History Month, Native American History Month, Hispanic Heritage Month, Asian-Pacific Islander and LGBTQIA populations
- Assisted with a steering committee that made recommendations from a campus climate survey to create the Cross Cultural Center for Excellence and increase the number of full time staff from 1 to 4
- Created an assessment tool for student, faculty, and staff through Baseline to leave feedback about events held by the multicultural center
- Worked on grant proposals for underrepresented and underserved populations to receive funding for various organizations affiliated with the office

- Strengthened already existing and developed partnerships with community agencies around the Auburn/Opelika area
- Developed a mentor-mentee program between Harold A. Franklin Society members at Auburn University and Auburn High School students as a recruiting initiative for local male students
- Teamed with the education sub-unit of the office to qualify potential and current students with received the PGOP Fellowship
- Developed plans to improve the retention of African American males at Auburn University by implementing a recruiting plan that increased membership from 4 to 46 in less than two years.
- Planned the annual retreat, gala and welcome week activities that saw attendance ranging from 25-100 people
- Fundraised for the organization by reaching out to alumni and planning a targeted goal of \$5,000 for Tiger Giving Day
- Created an executive board training manual for upcoming advisor to the organization and revised the language of the mission and vision statements

STUDENT AFFAIRS EXPERIENCE

Auburn University | Office of Student Involvement

Auburn, AL

Advisor

August 2016- May 2018

- Advised executive board, cabinet and freshman committee members for the Black Student Union, which includes over 200 students and held over 10 programs annually
- Collaborated with the Office of Inclusion and Diversity and Admissions to engage and recruit a more diverse student body
- Facilitated discussions and programs surrounding dialogues on diversity and inclusion surrounding primarily issues of blackness but included intersectionality as a key component
- Increased the awareness and visibility of Black Student Union as a parent organization to other black and minority student organizations by developing a president's cabinet
- Created assessments and conducts benchmarking metrics in order to debrief with students and supervisors on year-end results and new-year goals
- Planned for the following school year and budgets \$65,000+ with the treasurer to ensure that Welcome Week and all other programming have proper funding and adequate resources to ensure their success
- Assisted the office with registration and management of 300+ student organizations and student leader training

Auburn University | EFLT Department

Auburn, AL

Research Assistant

January 2015 – August 2017

- Provided recommendations on the higher education program curriculum and suggests new courses while tweaking current courses available face-to-face and online
- Assisted major professor with special projects, search committees, research topics and grant funding to be approved by department head that hired three new assistant professors
- Coordinated the fall and spring admissions list of applicants to be determined by the professors in higher education administration program
- Wrote proposals alongside the department chair and professors for program implementation and funding for grants within the department
- Developed a new system of filing applicant submission to the graduate school and current students coursework data for DegreeWorks and academic plans of study
- Researched ways of incorporating diversity and inclusion practices into the curriculum of EFLT programs

- Implemented co-curricular classes offered to EFLT students on cultural competencies and diversity and inclusion best practices in the workplace

Auburn University | Career Center

Auburn, AL

Peer Event Planner

August 2014 - December 2014

- Coordinated multiple schedules of employers which ensured the success of campus-wide career fairs and events with 100+ companies
- Collaborated with a team of four student workers by delegating tasks and ensuring constant communication among colleagues
- Managed and organize a large inventory of tools and supplies for events and ensured sufficient restocking of items
- Set up meetings for students to interview for positions with internal and external partners of the university
- Develop professional development opportunities for undergraduate and graduate students in collaboration with the career center and university colleges

TEACHING EXPERIENCE

Auburn University | Instructor

Fall 2015 - Spring 2020

HIED 7210, Leadership in Education

HIED 8500, The Professoriate

UNIV 1060, Student Success Skills II

UNIV 1050, Student Success Skills

COUN 2000, Diverse Populations

Lone Star College-Tomball | Instructor

EDUC 1300, First Year Experience

Spring 2020 – Present

PRESENTATIONS

Kirk, J. (February, 2021) Ageism in the Workplace: Filling in the Gap: Lone Star College Tomball

Kirk, J. (November, 2020) Microaggressions: What's the big deal? Institutional Instruction Friday: Lone Star College Tomball.

Kirk, J. (November, 2020) Why Trans Lives Matter. Common Podcast Series: Lone Star College Tomball

Kirk, J. (August, 2020) Elements of Equitable Leadership. MyWorkshop Trainings: Lone Star College Tomball.

Kirk, J. & Hardman-Lewis, L. (July, 2020) 13th Documentary Discussion: Lone Star College System

Kirk, J. (January, 2019) Lift Every Voice: When one voice isn't enough. 2019 Diversity Conference: Our Voices- When Diversity Matters: Mississippi State University.

Kirk, J. (December, 2018) Academic and Social Integration of African American Students at

Predominantly White Institutions: Onus on Faculty and Staff. Division of Student Affairs: Auburn University.

Kirk, J. (January, 2018) It's a different world: Talking diversity in homogenous societies. Southwestern Black Student Leadership Conference: Texas A&M University.

Kirk, J., & Warner, K. (January, 2017) Where does allyship fit? Southwestern Black Student Leadership Conference: Texas A&M University.

Kirk, J., Baggett, A., Baldrige, A., & Jescovitch, L. (May, 2016) Improvements for Professional Development. Report prepared for the Division of Student Affairs: Auburn University.

Cole, J., DiRamio, D., & Kirk, J. (March, 2016) Diversity among transfer students: Implications for transition and orientation. NASPA Annual Conference: Indianapolis, IN.

PANELS

University of Georgia, Higher Education Administration: Safe Spaces and Sense of Belonging on Campus (March, 2021)

Lone Star College-Tomball, Critical Conversations Series (Host): Lift Every Voice: Black America's Song of Freedom (February, 2021)

University of Mississippi, Black Graduate Professional Student Association: Rigors of anti-Black Spaces on Campus (January, 2021)

Southern Company, Auburn University Office of Inclusion and Diversity: Diversity in the Corporate World (March, 2019)

CERTIFICATES

University of South Florida Muma College of Business Diversity, Equity and Inclusion in the Workplace Certificate (2021)

Lone Star College Tomball Diversity, Equity and Inclusion Certificate: Spring Cohort (2021)

Cornell University Diversity and Inclusion Certificate (2020)

Auburn University Certificate in College Teaching: Higher Education Administration Program (2018)

AWARDS

Rookie of the Year Award: "Most potential on a national stage" (2021) Lone Star College Tomball: HOWL Awards

PROFESSIONAL MEMBERSHIPS

National Association of Student Personnel Administrators
National Association of Diversity Officers in Higher Education
Alpha Phi Alpha Fraternity, Inc.