

Katrice Graham McIntosh, Ed.D.

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AREAS OF INTEREST

- Higher education administration: emphasis on organizational change and data analysis for strategic planning
- Student transition and collegiate career development: high school to college and college to career
- Equity and inclusion in student, faculty, and staff success

EDUCATION

- **Certification – Diversity and Inclusion** April 2019
Cornell University
- **Doctorate of Education – Higher Education Administration** April 2015
Northeastern University, Boston, Massachusetts
- **Master of Science in Business Administration – Management** May 2004
Warrington College of Business at the University of Florida, Gainesville, Florida
- **Bachelor of Science in Advertising** May 2003
College of Journalism and Communications at the University of Florida, Gainesville, Florida

UNIVERSITY EXPERIENCE

Director of Knight Division, University of Florida College of Journalism and Communications *March 2014- Present*
Gainesville, Florida

- Strategic data driven leadership that has led to:
 - consistent increases in job placement rates for 5 years straight
 - minority recruitment and retention leading to higher diversity than each university admissions class
 - closing of gaps in first generation and minority student success
- Designing and managing transfer student transition program to decrease disparities in student involvement, internship completion, and job placement rates for transfer students
 - peer mentor program in collaboration with Journalism and Communications Ambassadors
 - college specific career development resources
 - scholarship assistants
 - industry and university guest speakers for networking and career coaching
 - early advising guidance for curriculum mapping and academic success
- Administration of undergraduate scholarship process, awarding over \$450,000 per year
- Data collection and management for student demographics, climate, graduation and job placement rates
 - data has been utilized for accreditation, programming, and curriculum planning
- Design and implementation of new transfer recruitment and retention program, CJC PATHS (Positioning All Transfers Highly for Success)
- Creation of Knight Talks, a student lead/produced/hosted/edited/directed show for career development and diversity exposure
- Primary advisor for CJC Student Diversity Task Force,
 - advised 15+ representatives from all of the college's student organizations
 - designed, administered, analyzed, and interpreted student climate surveys
 - created programming and strategies to address the concerns of the students
 - advocated for student needs to college leadership
- Management of Fall /Spring CJC Career Days, with record breaking participation of employers and students

- Created the *Knight Division Digest*, student newsletter on internship, scholarship, and leadership opportunities
- Lead addition of online job and internship databases, and student news section of website
- Deliver workshops, forums and panels for student career and personal development
- Serve as a support resources for students in crisis
- Host 2 annual student involvement fairs/fests
- One-to-One student career coaching, including resume critiques, interview preparation, and more

Adjunct Professor, University of Florida College of Journalism and Communications *August 2014- December 2018*
Gainesville, Florida

- Created original curriculum for a college specific orientation/transition course with career development focus
- Adopted as a required course for all CJC undergraduate majors within 1 year of implementation
- MMC1009, Introduction to Media and Communications course with 250+ students per term
- Orientation to the College of Journalism and Communications resources and academic disciplines
- Emphasis on professional and personal development for success as a student and after graduation

Assistant Director for Career Development, University of Florida Career Resource Center *January 2013- March 2014*
Gainesville, Florida

- Create custom career development programming for underrepresented populations
- Liaison to the Colleges of Engineering and Design, Construction, & Planning
- Supervise a Graduate Assistant/ Gator Launch STEM mentoring program
- Wrote Target grant for Spring 2013 Early Connections Program
- Weekly on-site career development counseling at the Collegiate Veteran's Success Center
- Employer consultations on diversity recruitment strategies
- Representative on campus committees including Diversity, Inclusion, & Campus Climate Committee
- Liaison to Multicultural and Diversity & Diversity Affairs, Disability Resource Center
- One-to-one student career development counseling sessions

Academic Advisor and Career Coach, University of Florida School of Business *September 2008- January 2013*
Gainesville, Florida

- Presenter for 2012 NACADA National Conference, with 250 attending my session (won highest rated session)
- Implemented first annual 'Smartie Party' and designed official Heavener Honors Pins
- Editor of Weekly E Newsletter informing students of events, career and networking opportunities
- Increased number of employers recruiting from newsletter and referrals to Career Resource Center resources
- Wrote/Directed office commercials
- Commencement Marshall and office coordinator
- Professional Judgment Petition Committee
- Monitor 100% of undergraduate business students on academic contract
- Coordinate department outreach activities for current and potential student communities leading to 55% increase in Summer 2012 student yield

Warrington Welcome Instructor, University of Florida *Summer 2009-January 2013*
Gainesville, Florida

- Teach first semester business student success and career development skills
- Coordinate Professional Guest Speakers and Service Project
- Mentor Undergraduate Peer Leader

Student Financial Affairs Coordinator, University of Florida *May 2004- June 2006*
Gainesville, Florida

- Hire, Train, and Supervise Coordinator 1 and student assistants
- General Financial Aid Advisor
- Academic Progress Petition Counselor
- Professional Judgment Petition Committee Chair
- Primary Study Abroad Aid Representative- maintain and create informational and training materials,

as well as represent Financial Aid at Study Abroad Fairs and Forums

Staff Resource Graduate Assistant, University of Florida Department of Housing
Gainesville, Florida

May 2003- May 2004

- Train New Resident Staff on Student Program Implementation
- Research, Contact, and Publish over 175 Programming Resources in the Keys Manual
- Publisher of *The Pinnacle*- The official Newsletter from the Office of Residence Education
- Write Monthly Advice Column for Resident Assistants

CAMPUS COMMITTEES

Association of Black Faculty and Staff, University of Florida

2013- Present

- President for 2019-2020 school year
 - Implemented member recognition and Resource of the Month program
 - Doubled the number of dues paying members
 - Lead chapter to first ever e-newsletter
 - Participant inaugural UF's Reciprocal Mentorship Program
 - Lead chapter to streamline finances, utilize business accounts, and fundraise
- University Affairs Committee Chair 2016-2018
- Represent the interest and perspective of university Black faculty and staff on various university committees
- Serve as a resource for Black Faculty and Staff to gain access to and remain informed of university opportunities, issues, and events

Black Culture Living and Learning Community Housing Committee, University of Florida

2016- Present

- Collaborate on strategic goals, learning outcomes, and partnerships for dorm community

UF Presidential Town Hall Committee, University of Florida

2017- 2018

- Planning committee for town hall addressing campus racial incidents
- Created Qualtrics survey for advance submission of questions by student and faculty population

University of Florida Student Conduct Committee, University of Florida

2009- 2018

- Trained to serve on Student Conduct, Title IX, and Greek Conduct hearings

Black Student Affairs Task Force, University of Florida

2015- 2018

- Contribute to design of survey for students
- Facilitate town hall discussions and focus groups
- Conducted all statistical analysis of survey results
- Co-presenter of findings and recommendations at several campus meetings and events

Career Readiness Task Force, Career Resource Center, University of Florida

2014- 2017

- Represent the College of Journalism and Communications interests in career resources and development

ASPIRE Committee Member, University of Florida

2011- 2015

- Counseling and Wellness program geared towards Black and Latinx student communities
- Facilitate group discussions on professional and personal development
- Serve as mentor and emotional support for student participants

Diversity, Inclusion, and Campus Climate Committee, University of Florida

2013

- Create training workshops for Student Personnel and Higher Education graduate students
- Research and propose opportunities for campus improvements in inclusion

Asian Pacific Islander American Student Advisory Board, University of Florida

2013

- Serve as a professional development advisor for Asian Pacific Islander American Students
- Provide resources and recommendations tailored to the community needs

CONFERENCE PRESENTATIONS

Culture, & Career: The Balancing Act

James E. Scott Black Student Leadership Conference, Gainesville, FL

February 2015

- Interactive conference workshop on transitioning from student to professional, while staying true to one's personal identity
- Strong focus on the stigma of changing, and the power and benefits of growing
- Audience included students and staff from multiple Florida universities

Culture, Career, & Identity: Balancing the Facets of You

UF Society of Asian Scientists & Engineers Annual Leadership Conference, Gainesville, FL

February 2013

- Student conference presentation on balancing personal goals with cultural and individual values
- Customized presentation geared towards Asian cultures history of honoring elders and tradition

Dream Stealers and Builders: Addressing Tough Topics in Advising,

National Association of Academic Advisors National Conference, Nashville, Tennessee

October 2012

- Significant majority of votes across 350 sessions as "most valuable to you as an advisor"
- 250 presentation attendees

7th Annual University of Florida Advisors Conference, Gainesville, Florida

January 2013

- Presented as part of the new University Advisor Certification

PROFESSIONAL ORGANIZATIONS

- National Association of Student Personnel Administrators (NASPA) 2015-Present
- National Association of Colleges and Employers (NACE), 2013-2014
- National Career Development Association (NCDA), 2013- Present
- Global Career Development Facilitators 2010- Present
- Association of Black Faculty and Staff 2009-Present
- NACADA, National Academic Advising Association 2008-2013
- University of Florida's Undergraduate Advisor Council 2008-2012

STUDENT GROUP ENGAGEMENT

CJC Student Diversity Task Force Advisor, University of Florida

April 2016- Present

Gainesville, Florida

- Advise student group initiatives and serve as a liaison with the dean and administration
- Assist in data collection, analyzing, and event coordination

National Association of Black Journalist Advisor, University of Florida

November 2013- December 2017

Gainesville, Florida

- Monitor Gator Chapter Activities while providing professional guidance
- Assist in securing speaker and guide through event planning process

Project Class & Blueprint (Mentor), University of Florida

September 2013- May 2017

Gainesville, Florida

- Review Applications and interview potential program participants
- Facilitate professional and personal development workshops
- Mentor at risk UF students through semester long program

University Minority Mentor Program (Mentor), University of Florida
Gainesville, Florida

September 2009- May 2018

- Mentor an underrepresented university student
- Aid in student retention, personal, and professional development
- Provide encouragement and resources for academic success

Minority Business Society Advisor, University of Florida
Gainesville, Florida

April 2011-August 2013

- Monitor Chapter Activities and serve as professional resource to executive board
- Coach through event planning leading to an award for the WCBA organization event of the year

Phi Beta Lambda Advisor, University of Florida
Gainesville, Florida

November 2008- May 2011

- Monitor Chapter Activities and serve as professional resource to executive board

Graduate Advisory Council Member, UF Alpha Kappa Alpha Sorority Inc.
Gainesville, Florida

February 2008-December 2011

- Chaperone chapter events
- Monitor students involvement, grades, and behavior
- Act as a resource in event planning , chapter operations, and conflict mediation

RESEARCH

Collegiate Career Development: A Quantitative Study Comparing the Career Maturity and Internship Experience of Graduating College Seniors

In partial fulfillment of the requirements for Doctor of Education, Northeastern University

March 2015

- **Advisor:** *Dr. Margaret Gorman, Northeastern University*
- **Readers:** *Dr. Sandy Nickel, Northeastern University and Dr. Charlotte Lofton, George Washington University*
- Study examines the relationship between student internship exposure and the level of career maturity at the time of undergraduate degree completion. 110 graduating students from the Spring 2014 College of Journalism and Communications class were electronically surveyed. Results also revealed what students considered as the strongest contributor to their career development

RELEVANT COURSEWORK / TRAINING

- Managing at UF: Supervisory Challenge
- Canvas Boot Camp
- Leadership Skills Workshop
- Active Learning: Your Link to Success
- Diversity and Inclusion Course
- Gator Allies Training Workshop I
- Electronic Communications
- Strategic Management
- Nationwide Supervisory Skills Certification
- Managing Scholarship Process
- Organizational Behavior
- Interviewing and Hiring
- Business Letter Writing & Complaint Handling
- Career Development Facilitator Certification
- FERPA Basics
- Accountability in the Workplace

TECHNICAL SKILLS

- Qualtrics
- SPSS
- ISISAdmin
- Simplicity
- NERDC
- MS Office
- PeopleSoft
- Wordpress Blog Dashboard
- CM Creative Manager
- MANTIS
- OPUS Work Distribution Tool

ADDITIONAL EXPERIENCE

Project Manager, 352 Media Group
Gainesville, Florida

September 2007 –September 2008

- Client Liaison
- Resource Allocation and Budget Management for 15 projects ranging from \$27,000-\$78,000 each
- Development Team Leader- leading a team of designers, information architects and programmers
- Testing and Review of client websites for quality assurance

Processing Supervisor, Nationwide Regional Service Center
Gainesville, Florida

June 2006 -September 2007

- Hire, Train, and Supervise Team of 10-13
- Monitor/Analyze work flow- includes conducting research and writing detailed analysis
- Service agents and their personal line portfolios in DC, Delaware, and Maryland territories
- Serve as a back up to the Raliegh Regional Service Center for work overflow
- Strategic Planning- focus on optimizing employee strengths to maximum production rates
- Associate Development- helping to develop career paths via training, shadowing, and counseling