

# KEVIN D. CHAPMAN, JR., M.Ed.

## SUMMARY

Effective altruistic 13-year higher education administrator with experience in enhancing campus infrastructure for culture of service, increasing faculty engagement and service-learning and maximizing student development via engaging leadership development and programming.

- Directs and markets institutional community service, service-learning, and political participation efforts to local and global communities
- Recruits and nurtures community partner and faculty relationships for community engagement and student leadership opportunities
- Assisted in writing proposals that garnered \$2.5M in federal funding; co-manages institutional budget for community service and external service-learning grants
- Manages recruitment, programming, and evaluation of three endowed community service scholar programs, Bonner, Adams, and UPS Scholar Programs
- Manages one FTE administrative support, 67 work-study students, and a 13-member community service student leadership team
- Implemented institutional volunteer management system that captures all community engagement and service efforts, which will be replicated at the three undergraduate institutions of the Atlanta University Consortium
- Serves on Bonner Foundation's Best Practices Committee, which streamlined program management and leadership development at 65 network institutions
- Designed Apple's HBCU Code and Create (C2) regional service-learning partnership with the Bonner Scholar Program
- Co-facilitated Apple's regional 2019 MLK Day of Service at Morehouse
- Created Servant Leader Award for registered student organizations to compete and further institution's strategic plan
- Designed NCAA progress toward degree and academic recovery program for athletics department which yielded an 9% retention rate and 5% graduation rate increase, resulting in 10% roster increase for academic eligibility for competition
- Supervised temporary staff, graduate research assistants, interns, work study and scholars who have earned accolades from the institution, Georgia Power, and several community partners
- Assisted with completion of Annual Performance Reports for the Department of Education and Georgia Board of Regents
- Design, implement and manage civic engagement, leadership, career, academic and personal programming for federally funded graduation and retention program
- Serves on institutional and community committees that focus on advocacy, social justice, and student welfare

## PROFESSIONAL EXPERIENCE

Morehouse College, Academic Affairs

**Associate Dean for Student Life and Leadership**

**2022 - Present**

**Assistant Director, Bonner Office of Community Service**

**2019 – Present**

**Director, Student Leadership and Talent Development**

**2021 - 2022**

**Service-Learning Instructor**

**2021**

**Guest Lecturer**

**2020 - 2021**

**Present Program Manager, Bonner Office of Community Service**

**2018-2019**

**Athletic Advisor and Skills Enhancement Specialist**

**2016 - 2018**

**Academic Skills Enhancement Skills Specialist**

**2015 - 2016**

Design, manage, and oversee the implementation of the Corella & Bertram F. Bonner, Emma & Joe Adams, and UPS Scholar Programs for student development, particularly in the areas of service and leadership development. Serves as the primary point of contact for scholars' civic engagement placements, scholarship requirements, academic progress, service capstone projects. This position will provide direction as needed to the Program Coordinator (i.e., student trips; event logistics and preparation; events communication and correspondence, etc.). The Assistant Director is responsible for developing and leading co-curricular programs and services that engage Men of Morehouse in community service and volunteer activities. Additionally, the Assistant Director will create and support curricular and cocurricular opportunities that utilize service as a means for student learning and development, to advance our integrated academic experience model.

- Direct Student Leadership and Talent Development department

- Manage program implementation for all Bonner and Adams Scholars throughout the academic year (i.e., designing program curriculum; ensure that students comply with program requirements; implement and strengthen existing processes for recruitment, selection, placement, and retention of students for the program)
- Identify, coordinate, and monitor all service placement sites for Bonner and Adams Scholars
- Perform site visits and complete evaluation of program service providers
- Collaborates with faculty, staff, nonprofit and community to integrate service and social justice in co-curricular and curricular experiences
- Train and supervise student leadership team, which assists with volunteer training, programming, projects and initiatives
- Plan and oversee coordination of the first-year service trip and sophomore exchange for program scholars
- Plan marquee institutional and community events such as Servant Leaders Crown Forum, It's on the House and MLK Day of Service
- Provide on-site supervision of events and activities, as required.
- Respond to students' concerns as necessary
- Assist with annual performance reports and program evaluation
- Assist with the collection of data on service-learning and volunteer efforts at Morehouse College to document and assess the impact of our work and community needs
- Track, approve, and report students' volunteer hours via volunteer management software
- Participate in all meetings related to scholar programs with internal and external stakeholders
- Serve on campus committees, as requested.

Georgia State University, TRiO Student Support Services

**Educational Program Specialist**

2012 – 2015

**Senior Administrative Coordinator**

2011 – 2012

**Graduate Assistant/ Student Assistant**

2007/2009 – 2011

Provides graduation planning to first generation, low-income, disabled and other at-risk students. Responsible for planning and collaboration with University staff to produce STEM, academic, career, cultural, leadership and personal development programming. Oversees front office operations via training and supervising temporary and student workers. Maintains confidential retention and graduation database for reporting to the U.S. Department of Education.

- Assisted in writing proposals that garnered \$2.5M in federal funding
- Determined program offerings, sets fees, hires
- Served as a liaison between the university and the community
- Organized community service initiatives for Programs
- Supervised front desk staff, graduate and undergraduate student workers
- Assisted Assistant Director with preparation of the SSS Annual Performance Report for the U.S. Department of Education. Maintains and submits P-card logs
- Planned special events and programs and coordinates meetings
- Conducted seminars and academic, career, personal and parenting workshops for program participants
- Provided individual and group academic advisement and career counseling for program participants
- Administered academic and career assessments (Learning and Study Strategy Inventory, Student Adaptation to College Questionnaire, Myers-Briggs Type Indicator, Strong Interest Inventory)
- Conducted assessments of program effectiveness; Conducts research relating to program objectives
- Managed the Freshman Institute program (selective first-generation freshman male initiative)
- Created and managed the TRiO Student Ambassadors program to assist with on campus recruitment, collaboration, and visibility
- Coordinated job placement activity for program graduates
- Wrote newsletters relating to program activities and related items
- Prepared reports on the program such as student progress
- Identified and recruits eligible participants
- Made student appointments for other Project staff
- Communicated with the Business Manager of OEO and TRIO Programs regarding personnel issues. Sees that student workers are properly entering time into ADP
- Purchased all office supplies and equipment and monitors the budget for these items. Maintains all service contracts
- Drafted reports, correspondence, brochures, spreadsheets, forms, and other departmental documents

- Made travel arrangements for all Student Support Services staff members
- Attended Project-related conferences, seminars and professional meetings
- Maintained 200 plus counseling files, 300 plus active administrative files and 600 plus inactive administrative files

United States Army

**Human Resources Noncommissioned Officer/ Platoon Leader** 2000 – 2012  
**Personnel Services Noncommissioned Officer In Charge (Deployed)** 2007 – 2008  
**Human Resources NCO/Chaser Team NCO (Active Duty)** 2003 - 2005

Overseas: Supervisor of 23 outposts, satellite personnel services offices throughout Iraq which supported 500 plus military and Department of Defense personnel in a joint, coalition combat environment. Stateside: Maintained personnel office of several soldiers who process personnel transactions consisting of benefits planning; promotion boards; duty assignments and transfers; qualifications; attendance; clearances; demobilization and discharge packets.

- Interviewed, placed, and trained 23 Personnel Services Representatives, who supported various military and Department of Defense personnel in the field
- Researched and reconciled personnel issues in accordance with Army and other military branch specific regulations
- Ensured proper processing of leaves and passes, evaluations, records maintenance, promotions, legal procedures, accountability, awards and in- and out-processing
- Maintained 700 plus confidential military personnel and medical records
- In-processed and placed over 403 newly acquired soldiers
- Completed and tracked 550 plus job performance evaluations annually
- Reviewed records, benefits and entitlements, and advised soldiers on these issues
- Processed, supervised, detained and transported soldiers found guilty of legal infractions
- Constructed accountability, weapon status and loss reports and presentations

The Bridges Center

**Intensive Family Intervention (IFI) Community Care/ Behavioral Specialist** 2009

Assisted children and adolescent clients that have behavioral problems, emotional disturbances or substance abuse issues and their families by stabilizing crisis, connecting clients with external community resources, ensuring the appropriateness of clinical services, and equipping them with skills needed to meet the needs of the family and avoid out of home placement.

- Completed progress reports, Behavioral Intervention Response and Planning (BIRP) notes and discharge planning
- Developed behavior modification charts; provided parenting and consumer skills training
- Assisted with treatment planning
- Collaborated with educational, legal, law enforcement and social services offices

State of Georgia

**Child Support Agent 2** 2007

Responded to all customer inquiries in accordance to policies and standards. Planned and participated in enforcement or case clean-up projects for the current fiscal year.

- Enforced existing support orders to ensure non-custodial parent compliance. Applied appropriate sanction process for custodial parent's failure to cooperate
- Utilized enforcement tools in expectation to reach and maintain desired performance goal
- Monitored and updated all state software screens and enforce medical support
- Prepared case records and represented Office of Child Support Services in court. Performed case management duties
- Reviewed system generated prompts and proceeded with appropriate course of actions outlined by federal and state laws

Morehouse College

**Research Assistant/Peer-Led Team Leader (PLTL) Facilitator/ Teacher Assistant** 2005 - 2006

Performed various teaching/ tutoring duties at the collegiate and elementary level. Assisted with community outreach and research.

- Conducted survey research and analyzed data for participants of two psychology research labs
- Facilitator of the PLTL group for Research Methods course
- Managed 4<sup>th</sup> grade class at an inner-city school

- Managed after-school program group of 25 at-risk youth

Morehouse College

**Revitalization Task Force Intern/Emma and Joe Adams Public Service Institute**

2000 - 2002

Collaborated with development agencies to conduct evaluations and develop strategic plans to strengthen and implement new programs for tenants of a local apartment complex.

- Co-created the Morehouse Mentoring program for 20 young African American at-risk males
- Provided support for children and families in various environments
- Researched and reconciled 100 plus Atlanta Housing Authority program complaints
- Served as liaison/advocate for tenant Association

**VOLUNTEER EXPERIENCE**

Collegiate 100, Morehouse College Chapter <b>Founding Advisor</b>	2019 – Present
Georgia Alliance for Boys and Men of Color <b>Member</b>	2020
South DeKalb Improvement Association, Inc. <b>Founding Board Member</b>	2013 - 2015
Wesley Chapel Curb Appeal Task Force <b>Founder</b>	2012 - 2016
DeKalb County, Department of Planning and Sustainability <b>Community Councilmember – District 5</b>	2013-2016
Safehouse Outreach <b>Assistant Cook/Food Server</b>	2010
Snapfinger Manor Condominium Association, Inc. <b>President, Board of Directors</b>	2009 - 2015
Georgia State University <b>Freshman Institute Mentor</b>	2009 – 2010

**EDUCATION**

Georgia Southern University <b>Higher Education Administration, M.Ed.</b>	2018
Morehouse College <b>Psychology, Magna cum Laude, BA</b>	2006

**SOFTWARE COMPETENCY**

Student Access Student Tracking Software O Starfish Software O Blackboard Learning Management System  
o Degree Works o Desire2Learn Learning Management System o BANNER o Terminal Four Site Management (Website Software) o Formstack o Social Media Accounts O Box cloud storage o NCAA Compliance Assistant o Civitas Learning – Illume o Give Pulse

**CONFERENCES, WORKSHOPS & TRAININGS**

- Bonner Congress (2018-2020)
- Bonner Summer Leadership Institute (2018-2020)
- NCAA Regional Rules Seminar (San Diego, CA, 2017)

- National Academic Advising Association (NACADA) Annual Conference (Atlanta, GA, 2016)
- NCAA Regional Rules Seminar (Dallas, TX, 2016)
- Civitas Illume Power User Training (Atlanta, GA, 2016)
- Terminal 8.0 Four End User Training (Website) (Atlanta, GA, 2016)
- HBCU Summit (Atlanta, GA, 2016)
- Council for Opportunity in Education 32<sup>nd</sup> Annual conference (Chicago, IL, 2013)
- SAEOPP – Priority 3: Assessment of Student needs; Proven Retention and Graduation Strategies; and The Use of Educational Technology in Order to Design and Operate a Model TRIO Project (Atlanta, GA, 2013)
- SAEOPP-Priority 1: Record Keeping, Reporting Student and Project Performance; Rigorous Evaluation of Project Performance in Order to Design and Operate a Model TRIO Project (Atlanta, GA, 2009 and 2007)