

MICHAEL DILLARD
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ASSISTANT TEACHING PROFESSOR/ COMMUNITY ENGAGEMENT/ DIRECTOR

Leadership Instruction / Youth Leadership & Development / Program Director / Program Creation, Design, Implementation, & Management / Staff Oversight / Public Administration / Community Partnerships / Training Facilitator / Public Speaking / Organizational Leadership / Mentorship / Political Savvy / Fiscal Management & Oversight / Collaboration / Event Coordination / Connector

PROFILE

Proven expertise in the field of Public Administration with demonstrated competence instructing courses. Courses taught include: Introduction to Public Administration, Ethical Public Service, Responsible Citizenship, Managing Public Organizations, Internship Seminar II, Leadership for the Service Professionals and the US and Global Urban Experience at Rutgers Newark School of Public Affairs and Administration (SPAA). Supports designated high school student learning and academic/career development, including providing individual guidance and assistance for the development and execution of post-graduation plans. Coordinated a variety of Upward Bound projects and events, including, but not limited to the development of the postsecondary summer component, supervision of part time staff and direct student college and career readiness, academic and postsecondary advising and lecture facilitation. Core competencies include:

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| • Collegiate Instruction | Leading Others | Public Speaking |
| • Critical Thinking | Program Oversight | Fiscal Oversight |
| • Developing Leaders | Mentorship | Training |
| • Youth Leadership/Development | Staff Oversight | Conference Presenter |

SELECTED ACCOMPLISHMENTS

Currently serving as Director of the SPAA Undergraduate Program in Public and Nonprofit Administration. Commitment to and passion for service is evidenced by significant contributions, such as leading committees, taking on additional roles that promote positive change and overall dedication to the school and surrounding community, and increased community engagement activities for SPAA.

Served as the Director of the RU Ready for Work Program housed at RUN – Office of University Community Partnerships (OUCP), successfully maintained a 100% college acceptance result for over 300 student participants under my leadership.

Honored by the Mayor of Newark for creating the first ever class at Newark City Hall with the Mayor, City Council, and various Newark Department Heads. This event was televised and culminated with the Mayor offering internships and jobs to SPAA students and Rutgers-Newark Senior Leadership celebrating this accomplishment with a write-up regarding my accomplishment.

Created first ever Internship Fair bringing over 100 executives to SPAA to speak to students regarding the importance of social capital, the critical skills needed to secure a job/career, and life mentorship. The added benefit to this event included internship and job opportunities offered to the students.

Honored Spring of 2017 by the Rutgers University-Newark Student Governing Association with the Excellence in Teaching Award. Event was attended by Rutgers University-Newark Administration, Faculty, Staff and Students.

PROFESSIONAL EXPERIENCE

Rutgers University-Newark, School of Public Affairs and Administration Newark, NJ BA Undergraduate Director

July 2021- Present

Responsible for chairing the BA committee and ensuring that it meets regularly and remains involved in all major decisions regarding the BA program. Review part-time lecturers (PTLs), and other instructors as necessary to determine appropriateness for the BA program. Reviews teaching evaluations and other instructional items to rate the teaching effectiveness of PTL faculty. Manage BA student grade appeals, complaints, and academic integrity issues. Work with staff on planning, scheduling, and staffing BA-level courses, review applications and make decisions on the hiring of instructors. Work in conjunction with the administrator at Northeast Normal University, located in Changchun, China on selection of instructors including dates of instruction. Collaborate and assist staff with efforts in student recruitment, admissions, enrollment, and retention.

Assistant Teaching Professor

Fall 2019 - Present

Instructs undergraduate and graduate level courses. Creates and designs class syllabi, secures executive leaders throughout NJ as content related guest speakers, and facilitates a dynamic collaborative learning environment promoting inclusiveness, freeness of speech, and the integration of life accompanied with scholarly instruction. Classes include: Introduction to Public Administration, Career Explorations, Capstone, Ethical Public Service, Public Service as Responsible Citizenship, Managing Public Organizations, Leadership & Diversity, Service-Learning Internship Seminar, Leadership for the Service Professions, Independent Study, Technology and Public Service, and US and Global Urban Experience. Provides student guidance as directed by university leadership, plans, organizes, and moderates campus conferences. Prepares and presents lectures and PowerPoint Presentations; creates access and opportunity to internships and job opportunities for students based on connections gained through experience and volunteerism with various organizations throughout NJ; and possesses a strong ability to connect theory and practice in order to increase student learning and exceed expectations.

Adjunct Professor

Spring 2013 - Summer 2019

Instructed undergraduate courses. Created and designed syllabi and additional material for students. Planned lectures, assignments, held class sessions off campus to assist students with connecting theory to professional practice.

Program Director
RUN, Office of University Community Partnerships (OUCP)

Spring 2013 - 2019
Newark, NJ

Supported designated high school student learning and academic/career development of participants by providing individual and collective guidance; assistance for the development and execution of post-graduation plans; and oversight of fiscal and budgetary resources. Recruited new student participant at local public and charter high schools and coordinates certification process for new and incumbent students. Oversaw and managed direct communications with prospective high school students/families interested in the RU Ready program through orientation/registration. Directly managed licensed clinical social workers to ensure assessments were conducted timely and effectively for interested participants with the results culminating in the appropriate service referrals. Planned and facilitated monthly workshops for program participants and parents including program Open House. Assisted in the creation of an instructional environment which included group and individualized activities for single, small, and large student cohorts. Worked with designated RU Ready/OUCP staff to develop and administer appropriate evaluation instruments. Provided bi-weekly progress updates to the Assistant Chancellor including the construction and updating of the program planning logic model. Worked in concert with RU Ready staff to identify and assign appropriate student work internships at nonprofit organizations in the Greater Newark area for school year and summer program. Designed, coordinated, and facilitated the Summer Public/Healthcare Services track including the development of strategic alliances with educators, counselors, alumni and content presenters and delivery of course content including the supervision of assigned support staff. Collaborated directly with various RU-N departments, including: Admissions, EOF, Financial Aid, Student Life and Leadership, Academic Schools, Career Development Center and the Office of the Chancellor.

Instructor
Upward Bound, Seton Hall University

Fall 2013 - Fall 2015
South Orange, NJ

Coordinated a variety of Upward Bound projects and events, including, but not limited to the development of the postsecondary summer component. Provided supervision of part time staff and direct student college and career readiness programs, academic and postsecondary advice, and lecture facilitation. Assisted in the development of curriculum, needs assessment, and pre and post-tests. Developed and maintained class plans and evaluations, provided classroom instruction in assigned academic courses, assessed student needs, and provided tutorials as needed. Led, directed and provided oversight in the development and delivery of educational programming and external communication for TRIO program including providing a weekly written evaluation on each project participant enrolled in class on weekly basis.

Behavioral Support Specialist
Youth Advocate Programs, Inc.

2015 - 2017
Newark, NJ

Conducted intake assessments with foster parents and children in Essex and Union Counties to develop an individual service plan to determine needs for additional support and resources, such as parenting skills, behavioral management / treatment, life skills development, adjustment / transitioning to the new home setting, and/or counseling. Maintained detailed weekly and monthly progress notes for youth advocate programs files from NJ State referring divisions (DCF, DCP&P, DYFS) and NJ State Court Offices. Researched, planned, and coordinated program activities to strategically address the needs of youth male clients and families.

Coordinator	Newark City Hall Leadership Conference, Rutgers University-Newark, NJ October 2015
Moderator	“Fearless Leadership”, Rutgers University-Newark, Newark, NJ, September 2014
Coordinator	SPAA Public Service Day, Rutgers University-Newark, Newark, NJ, November 2014
Coordinator	Public Service Leadership Conference, Rutgers University-Newark, Newark, NJ, October 2014
Co-Presenter	“Creating a Seminar for Black Males”, Kean University, Union, NJ, November 2013
Keynote Speaker	“Black Men in Business” Ramapo College, Mahwah, NJ, June 2012

REFERENCES

Available upon request.