

Andrea J. Cunningham, Ph.D.

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SUMMARY OF QUALIFICATIONS

- Experience in teaching in the areas of intermediate and basic economics and educational research.
 - Proficient experience in classroom and online course instruction
 - Strong interpersonal ability and capacity to work with cohorts and students
 - Background in coordination, implementation, and oversight of projects. Proven track record of formulating a vision; conveying expectations; negotiating viable courses of action; bringing energy, enthusiasm and passion to empower others, and together, achieving significant results.
 - Excellent coordination, administrative, communication (written and verbal), interpersonal and presentation skills.
 - Self-motivated and accountable decision maker.
 - Proven ability to grasp new concepts and new technologies in order to increase learning effectiveness and efficiency in a classroom setting
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EDUCATION

JACKSON STATE UNIVERSITY

Ph.D., Urban Higher Education, 2013

ALABAMA A&M UNIVERSITY

M.S., Economics, 2005

WEST GEORGIA COLLEGE

B.S., Economics, 1987

Post-Doctoral Studies

- Leadership Huntsville/Madison County, 2015 - Huntsville, AL
- Grants Management/Super Circular Training, 2014 - Normal, AL
- Management Concepts Federal Grants Update, 2015 - San Antonio, TX
- Applying for Federal Grants and Cooperative Agreements, 2015 - Denver, CO
- Uniform Administrative Requirements for Federal Grants: 2 CFR 200 (Subparts A-D), 2015 - Atlanta, GA
- Cost Principles for Federal Grants: 2CFR 200 (Subpart E) and FAR 31.2, 2015 - Atlanta, GA
- Online Instructor Certification Training, 2016- Normal, AL

WORK EXPERIENCE

ALABAMA A&M UNIVERSITY – Normal, Alabama

Director, Office of Title III Strengthening Grants Program, 6/1/2015-Present

Interim Director, Office of Title III Strengthening Grants Program, 5/2014-5/2015

- Provides leadership, guidance and administrative support to the University's Title III programs
- Supervises Title III staff personnel, and student workers.
- Supervises Activity personnel (12) of all Title III Activities (15)
- Develops proposals to be submitted to the U.S. Department of Education for funding.
- Ensures that the program's operation is consistent with the goals and objectives of institutional development as described in the Title III plan.
- Serves as liaison between activity directors, Vice Presidents, the President, and the U.S. Department of Education.
- Interprets the U.S. Department of Education policies, grant terms and conditions so that the project operates in total compliance throughout the grant period.
- Ensures the development of effective internal and external evaluation systems to assess program impact.
- Coordinates activities in a manner that will facilitate maximum effectiveness and utilization of program resources and personnel.
- Maintain an updated inventory file of Title III equipment
- Coordinates fiscal aspects of the Title III programs with the Office of Business and Finance.
- Ensures that all reports, proposals, newsletters, etc., are prepared and submitted on time.
- Ensures that the faculty, staff, and various components of the University community are informed at regular intervals of the status of the Title III Programs.
- Performs other duties as assigned.
- Manages and administers pre-award and post award services for Title III grants
- Work with the Office of Business and Finance to ensure that all grant activities are reconciled on a timely basis.
- Assists in the recruitment of key program personnel and assist staff in the coordination of external resource personnel
- Oversees the preparation and monitoring of fiscal and technical reports related to the project (s) for both the College and the US Dept. of Education
- Coordinates the writing and submissions of annual performance reports (HBCU, SAFRA and HBGI).
- Ensures that all external contract arrangements operate and are executed according to schedule and policy.
- Performs other duties as assigned by the President

WORK EXPERIENCE (continued)

ALABAMA A&M UNIVERSITY – Normal, Alabama

Executive Assistant, Office of the President, 7/2008-5/2014

- Reported directly to the President and Executive Vice President and Chief Operating Officer, assisting in the planning and coordination of administrative tasks essential to the operation, management and development of the University
- Assisted President and Executive Vice President in forming the University's objectives for Title III activities
- Assisted President and Executive Vice President in activities to ensure maximal effectiveness and utilization of program resources
- Assisted President and Executive Vice President monitor activity budgets by reviewing Title requests submitted to the Office of the President for approval
- Remained current on Title III and U.S. Department of Education policies and grant terms/conditions
- Assisted President and Cabinet with the integration of the project activities to ensure that they are aligned with the University's strategic plan
- Assisted the President and other senior officers with the formulation or revision of administrative policies and procedures; drafts and/or edits official letters and memoranda for the President's signature, and assumes primary responsibility for management of correspondence
- Assisted the President in planning and coordinating the preparation and distribution of materials for the Board of Trustees
- Assisted the President in hosting meetings, conferences and receptions for special guests of the University
- Represented the President's Office at professional and civic meetings and conferences as assigned (to include serving on various State and local Boards); assists in planning meetings of the President's Cabinet; assists the President in planning of interval meetings with faculty and non-academic entities
- Assisted with the coordination of access to the President; chairs or serves on administrative personnel search committees and/or other ad hoc committees as assigned by the President.
- Processed leave requests for the President's Office staff and submit monthly service report; coordinates the President's signing of all outgoing correspondence (letters, documents, requisitions, etc.); manages office staff, and directly responsible for managing office budget;
- Interacted with various campus departments in problem resolution for students, community and corporate entities; served as liaison, along with the Athletic Director, for Magic City Classic; coordinated the president's guest for Skybox for home game and other special events
- Oversaw technical support for all office equipment (computers, printers, telephones, etc.); and performs other administrative tasks as directed by the President and Executive Vice President.

WORK EXPERIENCE (continued)

ALABAMA A&M UNIVERSITY – Normal, Alabama

Executive Assistant to the Provost, Office of Academic Affairs, 10/2007-7/2008

- Developed and maintained all databases necessary for the office (faculty, promotion and tenure, committee assignments, etc.)
- Reviewed all budget expenditure requests prior to submission to the Provost for signature
- Gathered information and conducts research needed to prepare responses for presentations by the Provost
- Provided lead coordination among all support staff in the office responsible for assisting the Provost or Associate Provosts in carrying out their respective assignments
- Provided staff support to the Council of Chairs and Academic Standards meetings, to include scheduling meetings preparing agendas and preparing and disseminating minutes. Serves as liaison between the Office of the Provost and the Academic Affairs Committee on the Board of Trustees, to include coordination of scheduled meetings, dissemination of materials and preparing minutes
- Oversaw the operation of office accounts and plans and monitors expenditures; as appropriate, developed and/or coordinated budgets for the office and associated accounts
- Served as a primary point of direct administrative contact and liaison with other offices individuals and external institutions and agencies on a range of specified issues; organizes and facilitates meetings, conferences, and other special events as required
- Supervised and assigned work to secretaries and student assistants assigned to the office
- Organized and implemented procedures for effective operation and management of the office for improvement of procedures and efficiency

ALABAMA A&M UNIVERSITY – Normal, Alabama

Administrative Assistant, Office of Academic Affairs, 05/2006-10/2007

- Oversaw and administered the day to day activities of the office; developed policies, procedures, and systems which ensure productive and efficient office operation
- Established and maintained accurate and current files of letters, reports, records, and other materials, and ensures that information in these files is kept confidential
- Received, opened and distributed mail as directed, and assembled related materials for use by the Director, Vice President or Executive Officer in answering mail
- Provided assistance and support to the office in problem solving, project planning and management, and development and execution of stated goals and objectives
- Performed research and analysis on specific issues, as required, and independently prepares non-routine letters and/or reports, which may be highly sensitive and confidential in nature
- Provided and/or oversaw the provision of direct staff support to the office, to include greeting and assisting visitors, handling phone calls and inquiries, scheduling and maintain calendars and travel arrangements, screening, analyzing, and preparing responses to incoming correspondence
- Assisted in the coordination, supervision, and completion of special projects as appropriate

WORK EXPERIENCE (continued)

ALABAMA A&M UNIVERSITY – Normal, Alabama

**Graduate Research Assistant, Alabama A&M University Learning Resources Center,
02/2005-04/2006**

- Composed letters and memoranda for diction
- Maintained files and retrieval of records
- Recorded and maintained minutes of professional meetings, workshops, seminars, and conferences
- Assisted with the reviewing, critiquing and development of appropriate recommendations of incoming reports, correspondence and other documents.
- Researched, gathered and analyzed information to generate appropriate reports, proposals and position

REDSTONE ARSENAL – Huntsville, Alabama

Program Manager, Government Liquidation, LLC, 12/1999-10/2004

- Scheduled, coordinated and monitored shipment and receipt of equipment
- Supervised and coordinated day to day operation for office personnel
- Managed and maintained budgetary requirements for the office
- Automated a variety of tasks in support of program projects which increased the ability to monitor correspondence
- Used personal computers, input data into various company data bases, prepared charts, tables, memoranda, reports, correspondence and other materials with accuracy; responsible for company property and inventory; interfaced with internal and external customers
- Reviewed all correspondence before posting to the web site
- Coordinated meetings and training for office personnel

TEACHING EXPERIENCE

ALABAMA A&M UNIVERSITY, Normal, Alabama

Graduate Adjunct Instructor (June-August, 2015)

Educational Research

TALLADEGA COLLEGE, Talladega, Alabama

Undergraduate Adjunct Instructor (August-December, 2015)

Principles of Microeconomics (Online)

Intermediate Economics (Online)

TEACHING INTERESTS

- Qualitative Research
- Quantitative Research
- Higher Education Administration
- Educational Leadership
- Economics
- Grants/Contract Management

UNIVERSITY SERVICE

- Member, University Taskforce on Retention
 - Chair, Strategic Plan Implementation Committee, Strategic Priority Four
 - Member, Director of Facilities Search Committee
 - Member, Vice President for Advancement Communications and Advancement Search Committee
 - Member, Director of Community Engagement Search Committee
 - Member University Strategic Planning Committee
 - Member, University Retention Task Force Committee
 - Member, First Lady's Scholarship Initiatives Committee
 - Member, Faculty Staff Conference Committee
 - Member, Commencement Committee
 - Member, Founders Day Committee
 - Member, Homecoming Committee
 - Member, President's Investiture Committee
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PUBLICATIONS

Cunningham, A. T., & Brown, W. A. (2014). National Association of Student Affairs Professionals, 14 (1), 51-78.

CONFERENCES

- National Association of HBCU Title III Administrators Annual Technical Assistance Workshop, 2016
 - National Association of HBCU Title III Administrators Annual Technical Assistance Workshop, 2015
 - National Association of HBCU Title III Administrators Annual Technical Assistance Workshop, 2014
 - HBCU White House Initiatives Conference, 2014
 - National Association of HBCU Title III Administrators Business Meeting, 2014
 - Congressional Black Caucus Conference, 2014
 - National Association of African American Studies & Affiliates, Baton Rouge, LA, 2013
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HONORS AND AWARDS

- Member, Phi Kappa Phi Honor Society
- Member, Alpha Chi Honor Society