

Corris P. Davis

Baltimore, MD

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SKILLS

- Able to lead diverse teams, creating supportive environments for growth
- Analytical and evaluation skills for efficient problem solving
- Able to build strong relationships that support collaboration
- Computer literate over a wide array of software applications
- Extremely flexible and adaptable to change
- Shown success in repeated funding of US Department of Education grants

EMPLOYMENT HISTORY

Director, Office of Academic Opportunity Programs

March 2015 – Present

University of Maryland, Baltimore County (UMBC)

Responsible for the planning, management, and evaluation of all programs and personnel within the Office of Academic Opportunity Programs. Oversees the direction of projects within the unit through direct supervision of project directors; directly administers federal grants and program management as needed. The role includes oversight and support of proposal writing and budget management, design and establishing policy and procedures in accordance with federal, state, and institutional guidelines, monitoring progress towards each programs' objectives, reporting extensive information annually to the federal funders, and UMBC.

KEY ACCOMPLISHMENTS

- Created an academic unit focused on supporting students traditionally underrepresented in higher education.
- Successful in 4 TRIO Grant competitions resulting in 6 TRIO grants on campus in the most recent grant cycle
- Managing Project Budgets totaling over \$1.5M annually
- Created First Generation (FG) Workgroup, a collaboration of staff across campus departments to support UMBC's first-generation students
- Facilitated distribution of graduate cords to almost 300 first-generation students in advance of commencement
- Secured graduate assistant and work-study students to assist with planning and implementation of FG Workgroup activities

Faculty Member, Legislation and Regulations, and Onboarding Teams

January 2010 – Present

Council for Opportunity in Education (COE)

Provide training on TRIO Federal Regulations and connection of OMB Circular to sound financial management of a federal Upward Bound program. Provide one-on-one mentoring for TRIO Directors with less than two years of experience. Assist grantees in reading and interpreting federal regulations (TRIO, EDGAR, OMB, etc.). Develop and conduct webinars on tips for new project directors.

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KEY ACCOMPLISHMENTS

- Selected to create and facilitate Webinars for new Upward Bound Directors to provide them with a firm start to implement programs
- Developed online course for new directors of existing programs
- Redesigned Adolescent Development presentation to better encompass current research in using Adolescent Development in practice

Director, Upward Bound Program

September 2004 – May 2021

University of Maryland, Baltimore County (UMBC)

Responsible for the implementation of the Federal TRIO Upward Bound Projects with a budget of over \$3.0M across five years. Coordinate the activities and evaluation of 5 full-time staff members, up to 30 part-time staff members, and the academic progress of 151 participants. Assign and develop policies to facilitate the implementation of the UB project within ED and UMBC guidelines. Prepare summative and formative evaluations of project activities to improve project services. Develop promotional materials such as brochures, applications, and recruitment posters used by counseling staff to engage the community. Monitor the recruitment of UB participants by project staff to ensure compliance with ED guidelines for service.

KEY ACCOMPLISHMENTS

- Redesigned summer component to save room and board costs while increasing delivery of project components such as financial literacy.
- Increased number of participants from 60 to 151 over two grant cycles
- Increased Upward Bound grant award at UMBC from \$1.3M to \$3.0M over five years
- Developed Standard Operating Procedures for routine tasks such as payroll and participant recruitment
- Upgraded project website to allow all staff access for editing on the university server

ACADEMIC BACKGROUND

Ph.D., Public Policy, Evaluation, and Analytical Methods Track, expected December 2022
University of Maryland, Baltimore County

Master of Public Policy, May 2019
University of Maryland, Baltimore County

Honors: Selected for Golden Key National Honor Society, Fall 2013

M.S., Information Technology, May 2008
University of Maryland, University College

B.S., Biological Sciences, May 1998
University of Maryland, Baltimore County

Honors: Meyerhoff Scholars Program, 1994, merit scholarship
Omicron Delta Kappa National Leadership Honor Society, 1998