

# EUGENIA M. SCOTT, Ph.D.

Madison, MS | 601-260-4965 | eugenia.m.scott@jsums.edu

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## Professional Summary

Experienced higher education manager and community-focused professional with expertise in administration, program coordination, training, relationship management, and public engagement. Skilled at conveying information clearly, building trust, and supporting organizational mission and growth through online and in-person initiatives.

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## Education

- **Ph.D., Education Leadership & Administration**, Jackson State University
- **Ed.S., Psychometry**, Jackson State University
- **M.S., Early Childhood Education**, Jackson State University
- **B.B.A., Business Administration**, Belhaven University

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## Professional Experience

### Recruiter and Enrollment Manager – Executive Ph.D. Program

*Jackson State University / 2018 – Present*

- Serve as primary representative for recruitment and enrollment communications.
- Engage prospective candidates through online, email, and consultative communication.
- Provide guidance on admissions, registration, and financial processes.
- Track and report enrollment activity and intake data.
- Coordinate candidate visits, events, and program inquiries.
- Support outreach strategies to increase program visibility and participation.

### Adjunct Instructor

*Jackson State University / 2015 – Present*

- Deliver instruction and presentations to adult learners; prepare course materials and assess performance.
- Support student engagement, advising, and retention efforts.

## **Approved Trainer**

*Mississippi Department of Health / 2015 – Present*

- Conduct statewide training sessions for child care providers.
- Present regulatory and professional standards clearly to diverse audiences.
- Communicate complex information effectively to ensure compliance and understanding.

## **Administrative Roles in Higher Education**

*Assistant to the Director of Professional and Field-Based Experiences & Assistant to the Dean of the College of Education*

- Supported senior leadership, coordinated complex schedules and projects, managed communications, and ensured smooth day-to-day operations.

## **K-12 Education Administration**

*Executive Assistant to the Superintendent of Education & School Secretary*

- Managed executive-level administrative tasks, coordinated operations, and provided confidential support to leadership.

## **Customer Service & Professional Support**

*Desk Clerk (hotel), Legal Assistant (law firm), Grocery Store roles*

- Developed communication, problem-solving, client support, and organizational skills foundational to all later leadership and administrative roles.

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## **Church & Community Involvement**

- Youth Leader, Choir Director, Church Secretary – Active in local church ministry
- Mentoring, organizing, and community engagement experience

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## **Professional Skills**

- Public Relations & Organizational Representation
- Online & Written Communication
- Relationship & Client Engagement
- Sales Support & Outreach
- Program Coordination & Event Management
- Training & Facilitation
- Data Tracking & Reporting
- Confidential Information Management

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## Professional Presentations

- *Maximizing Family Engagement*, Mississippi Early Childhood Education Conference, 2016

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## References

Available upon request