

# EUGENIA M. SCOTT, PH.D.

Jackson, Mississippi

Email: [eugenia.m.scott@jsums.edu](mailto:eugenia.m.scott@jsums.edu)

Phone: (601) 979-1811

## PROFESSIONAL PROFILE

Higher education professional with extensive experience in enrollment management, recruitment, student services, program administration, and academic advising. Demonstrated success in graduate student recruitment, admissions processing, student retention initiatives, and operational management. Experienced in coordinating large-scale academic programs, managing stakeholder relationships, and supporting doctoral-level students through enrollment and degree completion.

## EDUCATION

### **Doctor of Philosophy (Ph.D.)**

Educational Administration and Supervision

Jackson State University

2015

### **Education Specialist (Ed.S.)**

Educational Administration/Psychometry Emphasis

Jackson State University

2017

### **Master of Science**

Early Childhood Education Administration

Jackson State University

2005

### **Bachelor of Business Administration**

Belhaven University

2002

## PROFESSIONAL EXPERIENCE

### **Interim Enrollment and Recruitment Manager**

Executive Ph.D. Program in Urban Higher Education  
Jackson State University  
Jackson, Mississippi

- Direct recruitment and enrollment efforts for doctoral candidates.
- Coordinate admissions processes, application reviews, and candidate communications.
- Manage student registration and enrollment activities.
- Serve as liaison among prospective students, faculty, university administration, and external stakeholders.
- Coordinate orientation activities and monthly residency logistics.
- Oversee program communications and student support services.
- Assist with budget management, hotel contracting, procurement, and program operations.

### **Academic Advisor / Enrollment Specialist**

Jackson State University

- Advised graduate students regarding admissions, registration, degree requirements, and university policies.
- Assisted students with academic planning and enrollment processes.
- Maintained student records and ensured compliance with institutional requirements.
- Collaborated with faculty and administrative offices to support student success initiatives.

## **LEADERSHIP EXPERIENCE**

- Enrollment Management and Student Recruitment
- Graduate Admissions Coordination
- Program Operations Management
- Student Retention Initiatives
- Academic Advising
- Event Planning and Coordination
- Budget and Contract Administration
- Strategic Communication
- Customer Service and Student Support

## **UNIVERSITY SERVICE**

- Executive Ph.D. Program Recruitment Activities
- Doctoral Student Orientation Planning
- Admissions Review Support
- Graduate Student Outreach Initiatives
- Enrollment Management Planning

## **PROFESSIONAL SKILLS**

- Banner Student Information System
- Enrollment Management
- Student Recruitment
- Academic Advising
- Program Administration
- Microsoft Office Suite
- Data Management
- Event Coordination
- Budget Oversight
- Professional Writing and Communication

## **COMMUNITY AND CHURCH LEADERSHIP**

Philadelphia Church of God in Christ  
Canton, Mississippi

- Youth Development and Educational Programming
- Sunday School Leadership and Support
- Community Outreach Activities
- Church Administrative Support

## **HONORS AND ACHIEVEMENTS**

- Ph.D. in Educational Administration and Supervision
- Leadership in Graduate Enrollment Management
- Service to Higher Education and Student Development
- Community and Church Leadership Contributions

## **REFERENCES**

Available Upon Request