

ESTER W. STOKES, Ph.D.
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OBJECTIVE: To live on in the minds of students as I endeavor to make a difference by imparting the knowledge, skills, and abilities that I have obtained during my in the area of human resource management.

WORK EXPERIENCE

2014-Present City of Jackson, MS Jackson, MS
Chair, Civil Service Commission

August 2009 - Present Jackson State University Jackson, MS
Assistant Professor, Department of Public Policy and Administration

- Teach the following courses:
 - Public Personnel Management
 - Human Relations in the Public Sector
 - Civil Rights Law
 - Serve as Internship Coordinator
 - Serve as Advisor of Phi Alpha Alpha
 - Recruiter

June 2009 – July 2009 Jackson State University Jackson, MS
Lecturer (part-time), Department of Public Policy and Administration

- Lectured the following course:
 - Labor Management Relations in the Public Sector

August 2008 - May 2009 Jackson State University Jackson, MS
Visiting Assistant Professor (part-time), Department of Public Policy and Administration

- Taught the following Courses:
 - Public Personnel Management
 - Human Relations in the Public Sector
 - Civil Rights Law
 - Served as Advisor of Phi Alpha Alpha
 - Recruiter

June 2008 – July 2008 Jackson State University Jackson, MS
Lecturer (part-time), Department of Public Policy and Administration

- Lectured the following course:
 - Labor Management Relations in the Public Sector

August 2007 - May 2008 Jackson State University Jackson, MS
Lecturer (part-time), Department of Public Policy and Administration

- Lectured the following courses:
 - Public Personnel Management
 - Human Relations in the Public Sector
 - Civil Rights Law

August 2003 - May 2007 Jackson State University Jackson, MS
Visiting Assistant Professor (part-time), Department of Public Policy and Administration

- Taught the following courses:
 - Public Personnel Management
 - Human Relations in the Public Sector
 - Civil Rights Law
 - Serves as Co-Advisor of Phi Alpha Alpha
 - Recruiter
 - Assisted with the accreditation process
 - Served as Chair of the Faculty Search Committees

2003 McTeer & Associates Jackson, MS
Expert Witness

- Served as an expert witness in a religious discrimination case.

Summer 2005 Semko & Associates Jackson, MS
Consultant

- Provided Assessment Center Training for the Jackson Fire Department

Retired from full-time employment on July 1, 2005

July 1, 1990 - June 30, 2005 Jackson State University Jackson, MS
Director of Human Resources/Affirmative Action/Diversity Officer

- Responsibilities included over site for all human resource functions: employment, fringe benefits, database management, contract administration, and employee file maintenance, selecting insurance vendors, responding to grievances and EEOC complaints, staff training and development, and serving on all committees making decisions that had an impact on employees.

August 2002 - May 2004
Lecturer (part-time), Department of Public Policy and Administration

- Lectured Public Personnel Management course

July 1, 1987 - June 30, 1990 Jackson State University Jackson, MS
Fringe Benefits Manager, Office of Personnel

- Orientated new employees
- Processed insurance billing and requests for payment

- Informed employees of changes in benefits
- Managed the Flexible Benefit Plan
- Chaired the Fringe Benefits Committee
- Recommended new benefits to the Director
- Served as the recorder for grievance hearings
- Updated the fringe benefits section of the Staff Handbook

1987-90 Jackson Public Schools Jackson, MS
Teacher, Career Development Center (part-time)

- Instructor of shorthand and typing

July 1, 1984 - June 30, 1987 Jackson State University Jackson, MS
Employment Classification Manager, Office of Personnel

- Advertised job vacancies
- Responded to applications for employment
- Tested clerical application
- Notified new hires of employment
- Orientated new employees
- Processed faculty and staff contracts
- Served as recorder for faculty and staff grievance hearings
- Updated the employment and fringe benefits sections of the faculty and staff handbooks
- Process monthly Employment Report for submission to the BTIHL
- Maintained employees leave time records
- Classified employees
- Conducted Job Analysis
- Responsible for ensuring the evaluation of employees
- Maintained employee files

July 1, 1984 - June 30, 1986 Jackson State University Jackson, MS
Staff Assistant, Office of Personnel

- Accepted and processed all applications for employment
- Tested clerical applicants
- Notified new hires (faculty and staff) of employment
- Orientated new hires (faculty and staff)
- Notified current employees (faculty and staff) of change in employment status
- Processed faculty and staff contracts
- Served as recorder for grievance hearings (faculty and staff)
- Updated the employment and fringe benefits section of the faculty and staff handbooks
- Supervised student workers
- Received mail and processed responses for the Director
- Processed monthly Employment Report for submission to the BTIHL
- Maintained employees leave time records and employees files

July 1, 1978 - June 30, 1984 Jackson State University Jackson, MS

Secretary, Office of the President

- Received mail and processed responses for the President
- Maintained the University's budget
- Processed employment contracts for faculty and staff
- Notified current employees (faculty and staff) of change in employment status
- Processed month BTIHL Report and Recommendations
- Process the payroll
- Maintained employee leave time records and employees files
- Served as records during the President's individual conferences and administrative conference
- Served as recorder for grievance hearings (faculty and staff)

July 1976 - June 30, 1978 Jackson State University Jackson, MS

Secretary, Office of the Registrar

- Processed grades and transcripts

EDUCATION

2009 Jackson State University Jackson, MS
Ph.D., Public Administration (Program Management and Urban Studies)

1985 Jackson State University Jackson, MS
M.B.A., Business Administration (Management)

1974 – 1976 Jackson State University Jackson, MS
B.S., Business Administration (Management)
Minor, Business Education

1972 – 1974 Coahoma Junior College Clarksdale, MS
A.A., Business Education

WORKSHOP CONDUCTED

1984 – Present

Conducted workshops on the following subject matters:

- Sexual Harassment, My Brothers's Keeper, Jackson, MS
- Customer Service, My Brother's Keeper, Jackson, MS
- Sexual Harassment, Jackson State University, Jackson, MS
- Disabilities, Jackson State University, Jackson, MS
- HIV/AIDS, Jackson State University, Jackson, MS
- Performance Evaluation/Appraisal, Jackson State University, Jackson, MS
- Drug Free Workplace, Jackson State University, Jackson, MS
- HIV/AIDS, Jackson State University, Jackson, MS
- Stress Management, Jackson State University, Jackson, MS
- Retirement Planning, Jackson State University, Jackson, MS

- Fringe Benefits, Jackson State University, Jackson, MS
- Customer Service, Jackson State University, Jackson, MS

MONITORED UNIVERSITY (JSU) COMPLIANCE WITH

- The Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972
- Age Discrimination in Employment Act of 1967 as amended in 1974
- Equal Pay Act of 1963
- Executive Order 11246
- American with Disabilities Act of 1990
- Vocational Rehabilitation Act of 1973
- Occupational Safety and Health Act
- Health Insurance Portability and Accountability Act of 1996
- University Diversity
- Family Medical Leave Act
- Drug Free Workplace Act
- The Omnibus Transportation Employee Testing Act of 1991
- Fair Labor Standards Act

PUBLICATIONS

Dissertation

"An Assessment of Racial and Gender Diversity Compliance: Mississippi's Eight Public Universities Progress Towards Faculty Diversity, 1993-2003". Dissertation.

"Culture Competence in the Workplace" delivered at the Conference for Minority Administrator in Memphis, Tennessee, 2006

Leader Researcher, Statewide Planning for Civil rights Heritage Trails: Site Summation, The Center for Urban Planning and Policy Assessment, Jackson State University. A project funded by the Community Service Division of the Mississippi Development Authority

Edited, developed, and published the Faculty and Staff Handbooks at Jackson State University

PRESENTER/SPEAKER/PANELIST

- **Paper**, "Assessing the Difficulty of Workforce Diversification: The Case of State Fish and Wildlife Agencies in the Southeast," Global Awareness Society International Conference, Philadelphia, PA, 2015
- Conference of Minority Public Administrator, Panelist, 2015. "Creating A Sustainable Citizen Centric Government Strategy: Social Equity and Justice", Philadelphia, PA, 2015.
- Conference of Minority Public Administrators, Panelist, 2014. Presented paper *"Cultural Competence: The Relationship Between Cultural and Global Competence"*, Washington, DC

- Conference of Minority Public Administration, Workshop Presenter, 2014. Topic: “*Social Justice*”, Long Beach, CA
- Social Work Conference, 2013, 2014. Workshop Presenter. Topic: “*The Role of Human Resources Relative to Child Welfare: The Recruitment and Retention of Child Welfare Workers*”, Jackson, MS
- Commencement Speaker, West District Junior High School, Sumner, MS, 2014
- My Brother’s Keeper, Workshop Presenter on Sexual Harassment and Customer Service, 2012
- “Customer Service”, My Brothers Keeper, Jackson, Mississippi
- American Association of Public Administration, Panelist
- Presenter, 4th Annual Women’s Conference, Smith Chapel Free Will Baptist Church, 2006
- Association of Educational Office Professional, Speaker, 1991

AWARDS

- Toastmasters International, Competent Communication and Competent Leadership Certifications, 2012
- Teacher of the Year, Department of Public Policy and Administration, 2006-2007
- Department of Public Policy and Administration, Outstanding Academic Achievement, 1999
- Mississippi Association of Personnel Administrators, Inc., Certificate for service in the field of public personnel administration in Mississippi

LEADERSHIP POSITIONS

- Board Member, Jackson Heart Study, Jackson State University
- Chair, Faculty Search Committee, Department of Public Policy, Jackson, MS
- Sponsor, PPA Toastmasters Club, Jackson State University, Jackson, MS
- 2011-present
- Co-Advisor, Eisenhower Fellowship Program, Department of Public Policy and Administration, Jackson State University.
- Co-Advisor, Phi Alpha Alpha Honor Society, Department of Public Policy and Administration, Jackson State University
- Youth Advisor, Zion Hill Free Will Baptist Church, Summit, MS 2012-present
- Youth Advisor, St. Luke’s Presbyterian Church, Jackson, MS
- Co-Advisor, PPA Student Association, Department of Public Policy and Administration, Jackson State University, Jackson MS
- Board Member, Tallahatchie Development League, Tutwiler, MS
- President, College and University Personnel Association of Mississippi
- Vice President and Member, Staff Senate, Jackson State University, Jackson, MS
- Chairman, Committee on Representation, Presbytery of Mississippi, Hattiesburg, MS
- Chairman, District B, Mississippi Presbytery, Presbyterian Church (U.S.A.)
- Chairman, Circle #3, Faith Presbyterian Church, Jackson, MS
- Secretary, Women of the Church, Faith Presbyterian Church, Jackson
- Treasurer, Phi Beta Lambda, Coahoma Junior College, Clarksdale, MS

- Secretary, Sophomore Class, Coahoma Junior College, Clarksdale, MS
- Coordinator, Summer Youth Program, St. Luke's Presbyterian Church

MEMBERSHIP

- Phi Alpha Alpha Honor Society
- American Association of Public Administrators
- Development Foundation, Jackson State University, One-thousand Dollar Club, 1998
- Development Foundation, Jackson State University, Two-thousand Dollar Club, 2000

SERVED AS A MEMBER OF THE FOLLOWING COMMITTEES

- Currently serving or served as a member of Ph.D. students Dissertation Committee:
 - o Sandra May
 - o Tamara L. Jackson
 - o Chelsea Critters
 - o Kayester Lee
 - o Ann Myrick
 - o Claudine Gee
 - o Charles Carlise
- Member, Faculty Search Committee, School of Social Work, 2014-Present
- Mayor's Transition Team (Personnel/Human Resources), 2014
- School of Social Work Faculty Search Committee, 2013-present
- Pastoral Search Committee, St. Luke's Presbyterian Church, Jackson, MS, 2003
- Cultural Diversity Task Force, Board of Trustees, Mississippi Institutions of Higher Learning
- Committee on Representation, Synod of Living Waters, Presbyterian Church (U.S.A.), Nashville, TN
- Strategic Planning Committee, Jackson State University, Jackson, Ms
- College and University Personnel Association
- Human Resource System User Groups
- National Notary Association
- Southern Associate of Colleges and Schools, Self-Study Committee, Jackson State University, Jackson, MS
- Association of Female Executives
- Mississippi Association of Personnel Administrators
- Jackson Chamber of Commerce, Committee on Education

WORKSHOPS ATTENDED

- AARP Retirement Planning Leaders Training Program, American Association of Retired Persons
- U. S. Training Industry, Lakewood Research and TRAINING Magazine
- Personnel Law Update 1993, Council on Education in Management
- The Complete Course on Firing Padgett-Thompson (0.6 CEU), 1990
- IBM Total Quality Management Workshop, Jackson, MS
- The Basic of Employment Law 1998, Council on Education in Management (1.20 CEU)

- Hot Topics in School law, Council in Education in Management
- Dealing Effectively With Unacceptable Employee Behavior
- Information Builders
- How to Interview People, Key Productivity Center, 1990
- Strategies and Skills for Managerial Women, Jackson State University, 1988
- Title One Institute in Community Leadership, 1978

SKILLS

- Excellent communication skills
- Excellent human relations and customer service skills
- Type 80 WPM
- Shorthand 80 WPM
- Proficient in Excel, Microsoft Word, Microsoft PowerPoint, WordPerfect
- Facilitator

HOBBIES

- Human resource system management
- Fishing
- Singing
- Reading
- Traveling/meeting people