

# **CURRICULUM VITA**

**Genevia Nicholas Jones**  
**1104 Mississippi Street**  
**Monroe, Louisiana 71202**  
**(318) 329-1023 (home)**  
**(318) 274-2710 (work)**  
**(318) 791-1047 (cell)**

## **CAREER**

### **INTERESTS:**

Administrator of a Student Development Program or Unit  
at the collegiate level

## **CAREER**

### **OBJECTIVE:**

To obtain an administrative or managerial position with an  
agency or facility that provides supportive services to  
individuals socially, academically, emotionally and/or  
physically

## **EDUCATION:**

Grambling State University                      1987 – 1991  
Grambling, LA  
(pursued doctor of Education Degree in Developmental  
Education with a specialization in Student Development  
and Personnel Services – completed all of the required  
course work with the exception of the dissertation and the  
doctoral comprehensive)

University of Louisiana at Monroe    May 1986  
Monroe, LA  
Master of Education in Guidance and Counseling

University of Louisiana at Monroe    August 1973  
Monroe, LA  
Bachelor of Arts in Social Welfare

## **CERTIFICATION:**

Guidance Counselor (Grades K-12), Ancillary Certificate, #  
AN 415438, Valid 10-17-2006 to 10-17-2009, Initially  
issued 6-6-2003, (in process of being renewed/extended)

**WORK  
EXPERIENCE:**

SUMMER INTERN, GRE PROGRAM DIRECTION  
Summer 1991

Educational Testing Service (ETS)  
Rosedale Road  
Princeton, New Jersey 08541

Assisted in the development of a Graduate Record Examination (GRE) General Test Preparation Workshop slide presentation. Reviewed and reacted to pertinent GRE published research documents. Attended seminars regarding all facets of operations of the Educational Testing Service.

DIRECTOR, CARE CENTER 1989 – present

Grambling State University  
Grambling, LA

Oversee the functions of the Centralized Advisement, Referral and Evaluation (CARE) Center. Coordinate reports, attend conferences/meetings that are pertinent for the effective operation of the Center. Advise undergraduate, selective graduate and certifying students and monitor student progress toward their educational/career goals and assist students with planning a program of study consistent with their abilities and interests. Responsible for maintaining accurate, up-to-date records on all undergraduate students who declare a major in the Department of Curriculum and Instruction (comprehensive and Excel databases). Serve on various university, state, local and national committees.

GRADUATE ASSISTANT and PATRICIA ROBERTS  
HARRIS FELLOWSHIP PROGRAM I participant  
(beginning September 1, 1988) 1987 – 1989

Grambling State University  
Grambling, LA

Assist in office operations in the Office of the Dean of Education and the College of Education's Office of Development. Assist in the writing of grant proposals, word processing pertinent data, constructing forms, etc.

COUNSELOR 1986 – 1987

University of Louisiana at Monroe  
(formerly Northeast Louisiana University)  
Monroe, LA

Counseled with displaced homemakers, dislocated workers, and/or aged workers who were returning to college through a JPTA Program sponsored by the Department of Labor. Handled the appointment of students to work place settings for on-the-job experience. Performed career and academic counseling, and wrote letters of recommendations to employers. Taught Curriculum and Instruction classes – a beginner computer course – in the absence of the instructor. Presided over a six weeks Occupational Information Workshop.

GRADUATE ASSISTANT 1985 – 1986

University of Louisiana at Monroe  
(formerly Northeast Louisiana University)  
Monroe, LA

Librarian and Assistant in Microcomputer Laboratory. Labeled and filed diskettes, assisted students in learning basic computer usage, word processing skills, and graph constructions; scored test cards for faculty, and performed other duties as deemed necessary in the lab.

TEMPORARY CLERK 1984 – 1985

Monroe Housing Authority  
Monroe, LA

Computed tenants' budgets to determine rent amounts, typed leases, filed case records, updated ledgers, placed tenants' data on the computers, and related work.

TEMPORARY PERSONNEL 1984

Pembo Temporaries  
New Orleans, LA

Typed, filed, dispatched workers to work sites, maintained ledgers up-to-date, receptionist assistant, and related work.

SUBSTITUTE TEACHER 1983 – 1984

Monroe City School Board  
Monroe, LA

Supervised children at work and play in the absence of their teachers. Gave assignments, and taught and corrected lessons. Constructed tentative lesson plans as deemed necessary.

ELIGIBILITY WORKER II 1979 – 1983

Ouachita Parish Office of Family Security  
Monroe, LA

Interviewed, and determined eligibility for Food Stamp, Aid to Families with Dependent Children, and General Assistance applicants and redeterminations. Computed budgets, cleared scrolls, served as an outreach worker, etc.

SOCIAL WORKER 1979

Georgia Street Nursing Home  
Monroe, LA

Counseled with residents and their families, participated as a member of the staffing committee, determined and charted social plans and progress for residents, obtained needs such as dentures, wheelchairs, braces, etc.

TITLE XX DIRECTOR 1975 – 1978

Interviewed Meals-On-Wheels applicants in their homes to determine their eligibility. Visited their homes for follow-up visits, maintained an updated record on 131 clients, and submitted monthly and quarterly reports. Supervised six drivers and my student secretary.

COMMUNITY WORKER 1974

Dyer's Chapel Emergency School Aid Act  
West Monroe, LA

Counseled with high school dropouts and potential dropouts, and parents of pre-schoolers. Presided over Parental Training Meetings, and seminars, forums, and Community Enlightenment Programs.

COUNSELOR Summer 1983

Louisiana Training Institute  
Monroe, LA

Counseled with a case load of juveniles who were housed in this institution as a part of my undergraduate field work requirements. Counseled, changed work sites, etc.

**PROFESSIONAL  
AFFILIATIONS:**

Northeast Louisiana University Alumni Association  
Louisiana Eligibility Workers Association  
Monroe Pathfinder Club  
Louisiana Association of Developmental Educators  
(LADE)  
Louisiana Academic Advising Association (LACADA)

**INTERESTS &  
SKILLS:**

Knowledge of office procedures, and computers. Enjoy singing, bowling, playing volleyball and the piano, reading, etc.

**PUBLICATIONS:**

Hashway, R.; Gamble, S.; Jones, G. and Barnes, F. (1989/90). Predicting NTE success using a certifiability index. *Louisiana Education Research Journal*, 15(1), 37-39.

Hashway, R.; Jones, G. and Barnes, F. (1990). Opening the Door for Minority Teachers. *Journal of Social and Behavioral Sciences*, 35(2), 111-116.

Hashway, R.; Jones, G. and Barnes, F. (Summer 1993). Identifying teacher candidates needing remedial services. *Education*, 113(4), 563-567.

Jones, G. (1985). Poem, "Theories, Theories, Theories." Submitted for publication.

Jones, G. (1987). Poem, "Visions and Dreams." Published in *The South Louisiana Youth Federation Bulletin*.

Jones, G. (1988). Short Story, "The Black Race in 1988: What Is It Facing?" Submitted to the panel judging entries, Gertrude Johnson Williams Writing Contest, *Ebony Magazine*.

Jones, G. (1988). Paper, "New Developments in Tutoring." Submitted to The Third World Conference Symposium.

Jones, G. (1990). Student personnel services approaching the year 2000. Submitted to *The Journal of Learning Improvement*. Manuscript processing code J08019109.

Stevens, C., editor. (1994). The Space Between: The National Library of Poetry. Includes poem "In Spite of" by Genevia Nicholas Jones. Watermark Press: Owings Mills, MD, p. 50.

Stambaugh, M.L. (2001). Don't Look Back: The International Library of Poetry. Includes poem "In Spite Of" by Genevia Nicholas Jones. Watermark Press: Owings Mills, MD, p. 21.

**SELECTED  
WORKSHOP  
PARTICIPATION:**

2007 College and University Educator's Workshop hosted by the Marine Corps recruiting Command at the Marine Corps Base, Quantico, Virginia July 16-20, 2007

**SELECTED  
PRESENTATIONS:**

Presented at the Third Annual J.K. Haynes Teacher Preparation Conference, Southern University, Baton Rouge, LA Topic: Centralized Advisement, Recruitment, Referral and Evaluation Center: Its Role in Assisting Teacher Candidates with PRAXIS Preparation

Panelist at the First J.K. Haynes Teacher Preparation Conference, Southern University, Baton Rouge, LA Topic: Articulation Efforts in Teacher Preparation Programs

