

# Sheron T. Davenport

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*CliftonStrengths* Top 5 Themes: Positivity

Responsibility

Developer

Connectedness Learner

**SUMMARY:** Student centered individual with 5 years of full time Student Affairs experience with increasing levels of responsibility in various areas to include: student advising (academic, personal, and student organizations), student conduct, case management, student intervention, staff selection, training, and supervision.

**EDUCATION:** **Doctorate of Education** Fall 2016 to Present  
The University of Memphis  
Concentration: Leadership and Policy Studies

**Master of Science in Counseling** August 2013  
The University of Memphis  
Concentration: Clinical Mental Health

Bachelor of Arts in Psychology May 2009  
The University of Memphis

## PROFESSIONAL EXPERIENCE:

**Assistant Director- Student Success Programs**, October 2014 to Present  
**The University of Memphis**, Memphis, Tennessee

- Assist in the day-to-day operations of two federally funded TRiO grants to include oversight and responsibility for the four key performance indicators: program enrollment, fall-to-fall retention rates, academic good standing, and six year graduation rates for the program.
- Assist with budget management of 5 accounts totaling +2.2 million.
- Assist with budget review in preparation for monthly drawdowns and reconciliation.
- Manage a caseload of approximately 40 students; supervise Retention Specialists and their respective caseloads.
- Plan and conduct staff development on a bi-weekly or monthly basis.
- Plan, implement, and coordinate program activities and department events; assist in the development of long term recruitment plans.
- Oversee annual data collection and analysis for annual reports for Department of Education and the University of Memphis. Work with the Director to lead SSP team through annual planning process.
- Build and maintain collaborative partnerships with other University departments.
- Primary writer for Upward Bound grant competition for fiscal year 2017.
  - Awarded grant totaling ~1.3 million for 5 years
- *Coordinator for Green Internship Program (2014-2016)*
  - Developed proposal and presentation for Green Fee Committee.
  - Recruited, interviewed, and selected students for internship opportunity.
  - Conducted workshops and orientation to prepare students for internship and career competencies.
  - Developed assessment to identify program and participants' areas for growth.
- *Co-Coordinator for Tiger Talent Goes Green (2017-)*
  - Collaborate with Career Services to restructure Green Internship Program.
  - Develop and present proposal for Green Fee Committee.
  - Develop marketing material for potential students and hosts.
  - Conduct interest sessions, orientations, and workshops for students.

**Retention Specialist- Student Success Programs**, November 2013 to October 2014  
**The University of Memphis**, Memphis, Tennessee

- Provided intrusive advising to students, focusing on academic skills, financial literacy, and graduate school preparation.
- Provided support for at-risk students navigating university policy and procedures.
- Maintained counseling notes on students receiving services. Tracked active and inactive students from caseload (80-90) using BLUMEN tracking system.
- Collected and utilized student assessment data to develop individual service plans and contribute to the ongoing strategic development of the department.

- Participated in the planning and implementation of workshops and other department-wide events.
- Participated in the recruitment of new Student Support Services participants through New Student Orientation and other events.
- Served as Advisor for TRiO Club, student service projects and other student programming.
- Updated social media platforms to keep students informed about programs, workshops and activities.
- Served as Co-coordinator for Green Internship Program

**Student Conduct/Dean of Students- Office Coordinator**, November 2012 to November 2013  
**University of Memphis**, Memphis, Tennessee

- Conducted hearings with students in violation of *The University of Memphis Student Code of Rights and Responsibilities*
- Investigated students suspected of violating *The University of Memphis Student Code of Rights and Responsibilities*
- Delivered appropriate sanctions and educational conditions to the students involved in behavior prohibited by The University of Memphis.
- Reviewed University Police Reports to determine if students have violated *The University of Memphis Student Code of Rights and Responsibilities*
- Maintained accurate records and update files when necessary.
- Created and edited the University of Memphis Student Handbook/Planner while acting as a liaison between the University of Memphis and the printing company to ensure that the handbooks are accurate and will be delivered before the start of fall classes.
- Monitored and supervised the graduate assistants (Hearing Officers) to ensure that they are being consistent with Code violations and sanctions.
- Assisted in the on-going training of the graduate assistants to ensure quality performance.
- Compiled and maintained records for the BIT (Behavior Intervention Team) meetings.

**Hearing Officer**, August 2011 to November 2012  
**University of Memphis**, Memphis, Tennessee

- Conducted hearings with students in violation of *The University of Memphis Student Code of Rights and Responsibilities*
- Investigated students suspected of violating *The University of Memphis Student Code of Rights and Responsibilities*
- Delivered appropriate sanctions and educational conditions to the students involved in behavior prohibited by The University of Memphis.

**Family Intervention Specialist**, July 2009 to August 2011  
**Youth Villages**, Memphis, Tennessee

- Assisted children and families to live successfully through development and implementation of parenting skills and interventions.
- Provided in-home and in-community counseling services for at-risk youth and families.
- Conducted weekly meetings with client to discuss and review progress with interventions.
- Attended weekly meetings with team members, supervisor and clinical liaison to enhance clinical skills and engage in professional development opportunities.
- Updated behavior and treatment plan monthly to ensure appropriate funding is received.
- Completed paperwork (discharge plans, research assessments, psychosocials, discharge summaries) and session notes daily to maintain accurate and up-to-date information to develop the treatment plan.
- Collaborated with all facets of the client to include the individual, school, peers, family, and community.
- Managed a caseload between 5-6 families and 1-2 transitional living clients (18-23 yrs).
- Utilized a strengths based cognitive behavioral approach to develop and implement treatment interventions.

TEACHING  
 EXPERIENCE:

**Academic Strategies (ACAD 1100)**, August 2018 to Present  
**University of Memphis**, Memphis, Tennessee

- *ACAD 1100* is a three-hour academic course that teaches students the academic strategies needed to be successful as a college student.

ADDITIONAL  
 EXPERIENCE:

**Exchange Club Family Center**, Memphis, Tennessee  
 Intern, January 2013 to August 2013

- *Child Domestic Violence Program*: Conducted psychoeducational groups with mothers emphasizing parenting skills, impact of domestic violence on children and safety plans.

- *Comprehensive Anger Management Program*: TAME- facilitated a psychoeducational anger management group for adolescent females (13-18) emphasizing peer pressure, self-esteem, drugs/alcohol and communication with parents and siblings. CLUES- facilitated a psychoeducational anger management group for boys and girls (8-12) emphasizing peer pressure, bullying, and communication with parents and siblings.
- *Women's Domestic Violence Support Group*: Assisted in facilitation of a process group for women who have experienced domestic violence or who are currently in a domestic violence relationship. Focused on psychoeducation on healthy relationships, red flags for new relationships, and identifying elements of domestic violence.
- *Male Anger Management*: Co-facilitated a psychoeducational anger management group for adult males emphasizing self-control, stress management and healthy anger choices.
- *Visitation Services*: Assist in intakes for the visitation programs to include supervised visitation, therapeutic visitation, and safe exchange.
- *Transparenting*: Co-facilitated a psychoeducational group for parents who are divorcing with minor children. Focus on the impact of divorce on children, grief process in relation to the marriage, and co-parenting skills.

#### PROFESSIONAL MEMBERSHIPS:

- Council for Opportunity in Education [COE] (2015-)
- Student Affairs Administrators in Higher Ed [NASPA] (2015-)
- Tennessee Association of Special Programs [TASP] (2014-)
- The Southeastern Association of Educational Opportunity Program Personnel [SAEOPP] (2014-)

#### ACHIEVEMENTS/ LEADERSHIP TRAININGS:

- Professional Development Committee (2017)
- Sexual Violence Prevention & Bystander Intervention (2017)
- Staff Senate (2014-)
  - Issues and Review Committee Chair (2017-)
- Student Development: Assessment Award (2017)
- Student Development: Learner Award (2016)
- Student Development: Diversity Award (2015)
- Fraternity and Sorority Advisory Board (2014-2016)
- A-Z Grant Writing (May-June 2014)
- Student Development: Ethical Leadership Award (May 2014)
- WALP- Women's Aspiring Leaders Program (2013-2014)
- NCHREM Title IX (2012 & 2013)
- The Carson Circle (2009)
- Donald K. Carson Leadership Scholar (2006-2007)

#### PUBLICATION:

- Blackmon, S. M., Coyle, L. D., **Davenport, S.**, Owens, A. C., & Sparrow, C. (2015). Linking Racial-Ethnic Socialization to Culture and Race-Specific Coping Among African American College Students. *Journal of Black Psychology*, 0095798415617865.

#### PRESENTATIONS:

- **Davenport, S.** & Kolheim, S. (2017, October). In search of equity in higher education: A critical analysis of equitable admission processes. Presented at the Consortium for the Study of Leadership and Ethics in Education Annual Conference, Los Angeles, CA.
- **Davenport, S.** (2017, June). Money, cars, and travel: What major will get you there? Presented at the State of TN GEAR Up Youth Summit at APSU, Clarksville, TN.
- **Davenport, S.** & Kearney, G. (2017, May). Removing the mask: Transitioning from support to advocate. Presented at the Memphis in May Student Affairs Conference, Memphis, TN.
- Bailey, E., **Davenport, S.**, & Morino, M. (2017, May). So, you want to work in Student Affairs? Strategies for entering and competencies needed for advancing in the field. Presented at the Memphis in May Student Affairs Conference, Memphis, TN.
- Jenkins, T & **Davenport, S.** (2015, May). Using the Green Internship Program to serve the professional needs of diverse student communities. Presented at the Memphis in May Student Affairs Conference, Memphis, TN.