

James J. Hairston, Ph.D.

Curriculum Vitae~

Education

Master of Public Administration, The University of North Carolina at Chapel Hill Expected
December 2025
College & University Graduate Teaching Cert., Appalachian State University May 2022
Doctor of Philosophy: Higher Education Administration, Liberty University August 2021
Master of Science- Leadership for Higher Education Capella University- July 2011
Bachelor of Arts- Sociology Greensboro College- May 2008

Academic Teaching Experience

North Carolina Agricultural and Technical State University

College of Education: Department of Leadership Studies & Adult Education

Assistant Professor August 2024- Present
Faculty Fellow- Summer Fellowship Application Preparation Program July 2023- August 2023
Adjunct Faculty August 2022- July 2024

Liberty University

September 2021- August 2022

Qualitative Study Dissertation Mentor

Non- Academic Teaching Experience

USPS- HR Shared Services Center (HQ) Greensboro, NC April 2013-February 2018,
December 2019- January 2024

Certified Adult Learner Facilitator (Degreed HR Professionals Seeking Federal Certification)

- Manage projects and programs, including developing plans and timelines, determining resource requirements, assigning tasks, monitoring progress and reporting results.
- Communicate in writing to prepare correspondence, reports, and recommendations for executive review.
- Supervise the work performance of degreed staff which includes providing technical guidance and feedback, establishing goals, and evaluating performance, and building effective work relationships.
- Demonstrate knowledge of the concepts, principles and practices in adult learning theory, instructional technology, instructional theory, and practice.
- Establish organizational learning standards and create learning standards for various training delivery methods.

University of North Carolina at Greensboro, Greensboro, NC February 2018- July 2019

Advanced Human Resources Specialist – Office of Provost/ Executive Vice Chancellor

- Interpreted UNCG Faculty and UNC system policies and procedures such as faculty and university administrative appointments, department heads, promotion, and tenure.
- Collaborated with the Office of General Counsel with reviewing clinical and instructional affiliation agreements.
- Aided the Provost's Office with preparing for accreditation requirements set forth by the Southern Association of Colleges and Schools.
- Complied with all safety requirements for the position, choose ethical actions, even under pressure, avoid situations considered inappropriate or a conflict of interest.
- Processed functions for Faculty Personnel Services: provided faculty records, data reports for the Board of Trustees, and letters of appointment, promotion, and tenure.

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- Complied with personnel and equal opportunity policies and have taken trainings regarding prohibitions on harassment, discrimination, and workplace violence, and other policies. I cooperated with the Faculty Senate as well as the Human Resources Office to ensure that all HR and personnel needs were met.
- Collaborated with faculty to express concerns of LGBT+ students such as proper pronouns in academic affairs.

Advisor to No Labels (LGBT+ Student Organization)

- Increased faculty participation and awareness with LGBT+ students in academic affairs through programming.
- Provided resources in collaboration with the Office of Intercultural Affairs to bring awareness of diversity, equity, inclusion, and belongingness campus wide.
- Ensured the organization was in compliance with student government association and student organizations.

Louisburg College- Louisburg, NC August 2008- February 2011

Coordinator of Student Activities

- I achieved three strategic initiatives:
 - Increased the number of social, cultural, and recreational activities in compliance with college policies and procedures to manage while adhering to a strict budget set forth by stakeholders from two to six programs per week.
 - Developed and implemented a New Student Orientation program.
 - Developed and facilitated curriculum for First Year Seminar courses.
- Supervised 8 professionals for organizations, intramurals, and activities to aid in developing and implementing a successful Office of Student Activities.
- Increased distribution of newsletters; campus broadcasts and introduced the college to social media.
- Increased programming from Student Activities from one program a week to six programs successfully implemented a week within a \$115,000 fiscal budget.
- Increased quantity and quality of programs on the end of year evaluations, increased student, faculty, and staff participation by 30%.
- Secured solid funding for the Student Activities budget by an additional \$25,000.

Awards

- 2022 Liberty University Research Week: 2nd Place Graduate Research Award in the Category of Theoretical
- 2010 Louisburg College Betsie A. Gupton Distinguished Service Award: selected by the college president, cabinet, student government association, and board of trustees.
- 2009 Louisburg College Chaplain Service Award

Community Engagement Outside of Academia

Current: Youth Leader for Curriculum and Development- New Era (Grades 6-12) Mount Zion Baptist Church

Current: Founder and President of Dr. H. & Friends- An organization that provides financial resources for Christmas gifts to Title 1 schools and underprivileged families in the Triad of NC.

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Current: President of the Black Alumni Association at Greensboro College

Member: Greensboro College Alumni Board

Professional Organizations

American College Personnel Association

College and University Professional Association for Human Resources

Kappa Delta Pi, International Honor Society in Education

North Carolina Association for Research and Education

North Carolina Housing Officers

North Carolina International Council of Professors of Educational Leadership

NC A&T Departmental Service

2023-2024 Leadership Studies and Adult Education Awards Committee

2023-2024, 2024-2025 Public Relations Committee

2023-2024 Admissions Committee

NC A&T College Level Service

2025 Reappointment, Promotion, and Tenure Task Force for College of Education

National Service

2023- Present (Peer Reviewer) *Journal of Diversity in Higher Education*