# James Stevens

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## Experience

### University of California, Davis—Graduate School of Management Davis, CA| Austin, TX

**Lecturer and Executive Education Instructor**, July 2019 to present

- Teach and coordinate the organizational behavior core course, Individual and Group Dynamics, and residential course, Situational Approach to Leadership, in the Online MBA program.
- Develop and deliver leadership and management programs for executives and senior managers.
- Awarded 2023-24 Teacher of the Year.

**Interim Senior Assistant Dean of Student Affairs**, September 2024 to February 2025

- Provide leadership for recruiting & admissions and academic & student services.

**Senior Assistant Dean of Student Affairs | Assistant Dean**, February 2004 to June 2019

- Served as senior advisor to the dean and enhanced the student experience for 550 MBA and master's degree students, plus 400 Technology Management minors in 4 locations.
- Launched successful nationally ranked MBA program in the competitive San Francisco Bay Area market, generating $6 million in annual revenue.
- Managed recruiting, admissions, evaluation, academics, operations and placement for three MBA programs and oversaw operations for the accounting and business analytics master's programs.
- Developed and implemented strategies for enhancing and growing programs:
  - Revamped $1.1 million scholarship program to recruit targeted students and increase access.
  - Launched Leadership Fellows Program to strengthen leadership curriculum.
  - Expanded orientation program to better prepare students for their MBA and career.
  - Initiated annual student leadership summit to engage the student community.
  - Implemented innovative student placement strategy to reduce need for on-campus interviews.
  - Expanded recruiter outreach for key companies to meet student needs.
  - Developed and integrated custom registration and payment system for the GSM.
- Directed growing Executive Education programs generating $750,000 in annual revenue.
- Oversaw corporate relations initiative to strengthen and diversify ties with business community.
- Managed $750,000 operating budget plus 30 full-time employees.

### Yale University—School of Management New Haven, Connecticut

**Director of Admissions | Associate Director**, July 1998 to July 2003

- Directed marketing, recruiting, outreach, evaluation, and operations for a highly selective MBA program, managing 25,000 inquiries, 2,500 applications, and 1,200 interviews.
- Created innovative, creative, and cost-effective programs to enhance the Yale MBA reputation.
- Collaborated with other Yale offices and other institutions to enroll a more diverse student body.
- Developed a $900,000 merit scholarship program, including special fundraising.
- Managed revenues and expenditures of $1 million plus 11 employees.

### New York University—Stern School of Business New York, New York

**Senior Associate Director of Admissions & Financial Aid | Associate Director**, August 1995 to July 1998

- Chaired MBA Admission Committee, managing all aspects of admissions application process.
- Evaluated applicants for the MBA program, including final decisions for all part-time MBAs.
- Selected and trained Admission Committee members for file review and interviews.
- Supervised 13 permanent and 5 student staff members.

### University of Michigan—Ross School of Business Ann Arbor, Michigan

**Assistant Director of Admissions & Student Services | Senior Financial Aid Officer**, June 1991 to July 1995

- Coordinated publications, orientation, commencement, academic counseling, and yield initiatives.
- Initiated enhancements for admissions, financial aid, and student services databases and systems.
- Managed $14 million loan and scholarship program for graduate business students.

### KPMG Washington, DC

**Consultant**, September 1989 to May 1991

- Designed and implemented new Federal aid processing procedures for Howard University's Office of Financial Aid and Student Employment.

### American University Washington, DC

**Senior Assistant Director of Admissions & Financial Aid | Assistant Director | Counselor**, August 1987 to May 1991

- Awarded financial aid and managed $25 million external loan program.

## Education and Certifications

| Institution & Program | Location |
|---|---|
| University of Michigan—Ross School of Business, MBA in Management and Marketing | Ann Arbor, Michigan |
| American University—School of International Service, BA in International Service and French/European Area Studies | Washington, DC |
| Korn Ferry, Certification in Leadership Architect and Voices 360° (now KF360°) | Los Angeles, CA |