

# Dr. Alex Diaz, Ed.D.

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## Education

Ed.D. Educational Leadership and Management	Capella University	2016
M.B.A. Management	The University of Texas at Arlington	1996
B.A. Psychology/Sociology	The University of Texas at Austin	1989

## Experience

- Mountain View College Faculty (full-time) – Business Management 2005-2013 & 2016-Present
- Mountain View College – Executive Dean 2013-2016
- Mountain View College – Director of Human Resources 2001-2005
- Nortel Networks – Business Analyst/Project Manager 2000-2001
- Human Resources Professional 1995-2000

## Higher Education Teaching Experience

- Faculty – Business Management: Develop and deliver courses curriculum in Business Principles, Management, Supervision, Human Resources, Organizational Behavior, Marketing, and Business Communication. 2001-Present

## Higher Education Administration Experience

- Full-time Faculty (2005-2013 & 2016-Present)
  - Develop and deliver curriculum (lecture and eLearning). Student success facilitator.
  - Coordinate course scheduling for the Business and Management programs.
  - Assist the Executive Dean in planning strategies in effective course scheduling, as the lead faculty for the department.
  - Evaluate part-time instructors for the past eight years, which has led to opportunities in coaching and training faculty members.
  - Perform the role of Business Management Curriculum Chair for MVC and represent MVC as the DCCCD Curriculum Representative, which have led to many opportunities to discuss meeting statewide mandates in student learning objectives and creating program completers.
  - Familiar with WECM guidelines.
- Executive Dean – Business, Computer Science, Math and Technology (8/2013-1/2016),
  - Perform the overall planning, staffing, budgeting and the supervision of full-time and part-time personnel for various departments and programs.
  - Supervise various programs, including the development of new programs, curricula, syllabi, teaching assignments, room assignments and the evaluation of the effectiveness of new and existing courses, instructors, programs, or services.
  - Participate in the selection, training, and evaluation of full-time employees through the recruitment, interview and recommendation process.

- Oversee the supervision and evaluation of all full-time/part-time employees and other contractual staff members assigned to area to include faculty and support staff.
- Develop, implement and monitor budget for all services within the assigned area.
- Perform research and develop reports summarizing area activity and projecting data related to things like contact hours, student population, career/business/industry needs, tracking, transfer, etc.
- Facilitate problem solving for appropriate college personnel and students as required.
- Work with other administrators to ensure coordination of college-wide efforts to meet the goals of the College Plan.
- Assist in writing, reviewing, approving and administering grants.
- Coordinate and schedule semester course offerings, participate in registration process, provide academic counseling for students and coordinate textbook selection/order process.
- Develop and revise college catalog, instructional brochure, information handouts, etc.
- Serve as the location administrator in charge in the absence of Vice President or President.
- Served as “Acting” Vice President of Instruction from June 2015 – January 2016.
- College HR Director (2001-2005)
  - Performed HR Generalist duties to include recruiting, and compensation/benefits administration.
  - Managed staff of 6 employees that supported a campus of 800 employees.
  - Performed highly responsible administrative staff work of broad scope and considerable complexity under the direction of the college President, VPI, and VPBS.
  - Developed and implemented area goals and objectives in support of the Board of Trustees’ system-wide strategic plan.
  - Developed, presented, and administered assigned Human Resources budgets.
  - Acted as a member of the President’s executive staff, participating in discussions and decision-making; developing system strategies and organizational planning efforts; and, reviewing and revising policy and procedures that impact the college.
  - Collaborated and communicated with college President, as well as other individuals in system leadership positions to provide operational and consultative assistance to the college executive team in a variety of system-wide initiatives.
  - Worked with college executive team to continually scan the environment for opportunities to strengthen the programs and services of the college.
  - Participated in community and organizational activities/events as an official representative of the college, such as volunteer work, community parades and career fairs.
  - Provided appropriate resolutions/recommendations to the President regarding issues/concerns.
  - Worked closely with the executive team and the President in order to respond to Board requests as needed.
  - Worked as a supportive team member of the President's immediate staff.
  - Supported senior management in developing and implementing projects and resolutions to complex matters as a team member.
  - Committed to the values of promoting and enhancing diversity.

## **Professional Experience**

- Human Resources Dir. – Dallas County Community Colleges – MVC, Dallas, TX 2001-2005
- Business Analyst/Project Manager – Nortel Networks, Dallas, TX 2000-2001
- Mid-Atlantic Recruiter – Carlson Restaurants Worldwide – T.G.I. FRIDAY'S, Dallas, TX 1999-2000
- Human Resources Manager –The EXPO Group, Irving, TX1998-1999
- Assistant Employment Manager – The Associates, Irving, TX 1995-1998
- Business - Customer Service Representative – Sprint Corporation, Dallas, TX 1990-1994