

Tiyacca Simms-Jones

Richmond, VA | tsimmsjones@vcu.edu | 804-828-8803

EDUCATION

Ph.D student, Education – Educational Leadership, Justice and Policy

Ant. December 2026

Virginia Commonwealth University, Richmond, VA

Ed.D., Education – Higher Education Leadership

May 2022

Virginia Commonwealth University, Richmond, VA

Dissertation: Sophomores Reign On!: A Sophomore Student Success Model for Old Dominion University; Chair: Dr. Tomikia Ferguson

M.Ed, Adult Learning

May 2018

Virginia Commonwealth University, Richmond, VA

B.I.S., Psychology & Special Education

December 2011

Virginia Commonwealth University, Richmond, VA

RESEARCH AND SCHOLARSHIP

Lines of research – I examine the intersectionality of race, gender, education, and community organizations. I examine the educational and support needs of African American and Hispanic women pursuing doctoral degrees.

AACTE Holmes Scholars Program at VCU, Fall 2023

PROFESSIONAL EXPERIENCE

Virginia Commonwealth University

Associate Director of Psychology Advising & Graduate Academic Operations

August 2021-present

- Oversee the application process for prospective students
- Recruit prospective students
- Manage program acceptance procedures
- Manage course enrollment
- Assist Graduate Program Director in assigning and managing teaching loads for student instructors
- Develop and implement mental health programming for students

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- Develop and implement DEI programming for faculty, staff, and students
- Enrollment management duties, including document processing and course override
- Provide faculty with teaching resources
- Connect students with needed resources
- Collaborate with other departments to meet the needs of faculty and staff

Virginia Health Workforce Development Authority

Program Manager

June 2020-August 2021

- Oversaw the application process for the interdisciplinary AHEC Scholars Program
- Oversaw grant management and compliance for the 8 Area Health Education Centers (AHECs)
- Collected and analyzed data to ensure each center meets grant requirements
- Developed and implemented new data-tracking system
- Crafted and compiled federally mandated reports for grant compliance
- Developed learning objectives, curriculum and programming related to the Virginia Health Workforce Development Authority's mission
- Tracked learning management system updates, content, and user help requests
- Compiled weekly student progress reports for Center Directors
- Identified possible grant funding opportunities for the agency
- Prepared grant applications, including compiling data, tracking trends for inclusion in grant or funder reports
- Monitored grant and funder report due dates and delivery schedule
- Updated social media content, including Facebook, Twitter and website

Virginia Commonwealth University, School of Health Professions

June 2018-July 2020

Graduate Student Service Administrator

- Provided operational support and customer service for the MHA, MSHA, and PhD programs, faculty, and students
- Coordinated admissions processes for the MHA, MSHA, and PhD programs
- Reviewed applications for MHA and MSHA program
- Collected and analyzed data for the preparation of statistical reports
- Collect and compile data from course evaluations
- Developed annual program goals and objectives related to education and student services

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- Planned and coordinate student programs
- Assisted with drafting student departmental policies
- Assisted students with override, withdrawal and leave of absence process
- Scheduled and update course offerings with Records and Registration
- Advised students in MHA program and schedule courses
- Ensured students meet program and graduation requirements
- Counseled students on academic probation

VCU, School of Medicine

May 2006-June 2018

Office of Student Outreach Coordinator

- Recruited students, coordinated and executed student-oriented programs
- Collaborated with other departments in the implementation of new programs
- Interacted with prospective students concerning the application process
- Presented informational sessions to prospective students and conducted student interviews.
- Researched and shared programs offered by various departments
- Counseled prospective and active medical students about general concerns
- Created, tracked and submitted all fiscal documents and coordinated travel for the office

PROFESSIONAL PRESENTATIONS

Invited Presenter: "Water the Garden: Cultivating Yourself and Others." (2023, June). Virginia Network Annual State Conference at The College of William and Mary.

SERVICE

- VCU, Department of Psychology, Graduate Academic Committee (GAC), Fall 2021
- VCU, College of Humanities and Sciences, Chair, Search Committee, Spring 2022