

# NAILAH BROCK, PH.D.

## CAREER SUMMARY

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With expertise in the oversight of organizational operations, I have been successful at managing both academic programs and governmental agencies. Within academia, I have experience in Academic Program Management, classroom instruction, grant writing, and publication. While working in government, I held leadership positions that required the successful management of millions of dollars in real and personal property assets, human resources, procurement practices, risk management, customer service, and technology.

## CORE SKILLS

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- ❖ Operational Management
- ❖ Leadership
- ❖ Facilitation
- ❖ Budgeting and Finance

## PROFESSIONAL EXPERIENCE

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### HOWARD COUNTY PUBLIC SCHOOLS

*February 2020 – Present*

#### **Substitute Teacher**

- Available as a substitute teacher within the Howard County Public School System.
- Served as a long-term substitute where I covered such classrooms as Kindergarten, 1<sup>st</sup> grade, 2<sup>nd</sup> grade, 3<sup>rd</sup> grade, and Special Education.
- Complete all upfront and ongoing training required to include Recognizing Abuse, COVID, Bullying, and Environmental Hazards.

### WALDEN UNIVERSITY

*2013-2015*

#### **Contributing Faculty**, MPA and PhD programs

School of Public Policy and Administration

- Facilitate online courses in Organizational Management and Leadership, Human Resources Management, and Introduction to Public Administration using eCollege.
- Evaluate the performance of students, and post grades in a timely manner.

### WALDEN UNIVERSITY

*2010-2013*

#### **Program Director**

Bachelor of Science, Political Science and Public Administration (PSPA) and Bachelor of Science, Criminal Justice (CJ)

School of Public Policy and Administration (SPPA)

- Responsible for the day to day management of both the PSPA and CJ programs in such areas as course scheduling, faculty oversight, and course delivery.
- Provide leadership and support to twenty-five faculty and approximately 1000 students.
- Serve as the Walden Academic Champion for the PSPA program.
- Oversee the teaching effectiveness of all faculty, and ensure their compliance with all university processes and procedures.
- Investigate and resolve student issues and faculty concerns.
- Establish short and long term strategic plans for both programs (PSPA & CJ), and the School (SPPA).

- Select subject matter experts (SMEs) for newly developed courses, and serve as the SME when needed.
- Review and approve all courses before their launch.
- Serve on various university committees to include Accreditation, Retention, and Curriculum Review.
- Perform all duties necessary to ensure a positive student experience and successful program.

**SAVANNAH STATE UNIVERSITY, Savannah, GA**

*2007 – 2010*

***Assistant Professor***

Department of Political Science and Public Affairs

- Course preparation, instruction, and evaluation in the following graduate level courses: Public Budgeting and Financial Management; Public Personnel Administration; Intergovernmental Relations; Organizational Diversity (online); and Foundations of Public Administration. Undergraduate courses: American Government (online), Political Science, Public Administration (online), and African American Politics (online). Online courses used eLearning technology.
- Advise up to 50 graduate and undergraduate students each semester.
- Serve on faculty search/personnel committee, student admission committee, and master's thesis and Capstone committees.
- Led Savannah State University's effort to assess the operations of the Master in Public Administration (MPA) program. Collected data, performed data analysis, and wrote the MPA program's Self Study Report, which led to Savannah State University's seven year re-accreditation of the MPA program. Trained faculty and administration on accreditation principles and prepared them for site visits.
- Successfully co-wrote a grant to the Department of Housing and Urban Development (HUD) in the amount of \$700,000. Grant funds were used to develop a family assistance center in the western portion of Savannah, GA.

**GEORGIA SOUTHERN UNIVERSITY, Statesboro, GA**

*2006 – 2007*

***Assistant Professor***

Department of Political Science, Public Administration, and Justice Studies

- Course preparation, instruction, and evaluation in the following graduate level courses: Public Budgeting and Financial Management; Public Personnel Administration; Intergovernmental Relations; and Foundations of Public Administration. Undergraduate courses: American Government, Political Science, Public Administration
- Advise up to 50 graduate and undergraduate students each semester.
- Serve on faculty search/personnel committee, student admission committee, and master's thesis and capstone committees.

**DISTRICT OF COLUMBIA GOVERNMENT**

*2003 – 2006*

***Chief of Staff***

Office of Planning

- Evaluate agency structure, processes, and administrative and management functions in efforts to increase effectiveness and productivity. Implement approved recommendations and ensure employee training.
- Manage the daily, internal operations of this agency of 60 employees, an \$8 million operating budget, and a \$20 million capital budget. Office of Planning responsible for neighborhood planning, historic preservation, and economic revitalization of the nation's capital.
- Responsible for management of key operational functions to include finance and budget, procurement, personnel/training, technology, facilities, and customer service.
- Serve as the main point of contact for all legal, legislative, policy, and public affairs matters.
- Prepare testimony and testify before the citizens and Council of the District of Columbia.

## **Chief of Staff**

### Office of Property Management

- Evaluate the programs and operations of the department, provide a detailed report of findings and recommendations, and lead the effort to redesign the department's processes and realign employees.
- Manage the daily, internal operations of this agency of over 300 employees, a \$65 million operating budget, and an \$80 million capital budget. Agency responsible for the management and maintenance of the District of Columbia's real property assets.
- Responsible for management of key operational functions to include finance and budget, procurement, personnel/training, technology, and customer service.
- Serve as the main point of contact for all legal, legislative, policy, and public affairs matters.
- Prepare testimony and testify before the citizens and Council of the District of Columbia.

## **BOARDS & COMMISSIONS**

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- Coastal Workforce Development Board (Savannah, GA), Board Member
- Ethics Board, Savannah State University

## **PUBLICATIONS & GRANTS**

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Brock, N. (2009). African americans and welfare time limits: Comparative analysis of state time limit policies under the personal responsibility and work opportunity reconciliation act of 1996. *Journal of Black Studies*, 39 (6), pp. 962-973.

Department of Housing and Urban Development (HUD), HBCU Grant, \$700,000. Grant funds used to develop a family assistance center, youth center, and youth entrepreneurial center in Savannah, GA.

## **EDUCATION**

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**Howard University**, Washington, DC

Ph.D., Political Science, 2006

Concentration: 1) Public Administration; and 2) American Government

**George Mason University**, Fairfax, VA

Masters of Public Administration (M.P.A.), 1997

Concentration: State and Local Financial Management

**Hampton University**, Hampton, VA

Bachelor of Arts, Sociology, 1995