



**Curriculum Vita
June 2025**

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EDUCATION

Master of Business Administration
East Texas A&M University, 2011

Fair Hearing and Due Process Certification
University of Nevada - Judicial College, 1998

Bachelor of Science, Sociology
East Texas A&M University, 1983

TEACHING EXPERIENCE

Faculty: Adjunct Instructor

2011- Present	East Texas A&M University	Commerce, Texas
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Adjunct instructor teaching online classes for the College of Business in the Department of Marketing and Management; College of Education and Human Services in the Department of Applied Science; and, College of Innovation and Design.

2018 Fall MKT 420.01W - Global/International Business
 2019 Spring BAAS 305.03W – Corporation Communications
 2020 Fall MKT 306.07W – Marketing
 2022 September Texas Affordable Baccalaureate I - Organizational Leadership
 2022 October Texas Affordable Baccalaureate II – Organizational Leadership
 2023 January Texas Affordable Baccalaureate III - Organizational Leadership
 2023 March Texas Affordable Baccalaureate IV - Organizational Leadership
 2023 May Texas Affordable Baccalaureate V - Organizational Leadership 338
 2023 July Texas Affordable Baccalaureate VI - Organizational Leadership 338
 2023 Summer I Talent Leadership in Human Resources 338
 2023 Summer II Talent Leadership in Human Resources 338
 2024 May Texas Leadership in Human Resources 338
 2024 Summer Organizational Leadership 338
 2024 Fall Organizational Leadership CBE 338
 2025 Spring Organizational Leadership CBE 338

PROFESSIONAL EXPERIENCE

Chief of Staff to the Provost and Vice President for Academic Affairs

- 2013 – Present East Texas A&M University Commerce, Texas
- Responsible for the general operations of the Office of the Provost and Vice President for Academic Affairs.
 - Provides professional-level support and office management for the Office of the Provost and Vice President of Academic Affairs.
 - Provides training regarding procedures and processed to faculty and staff.
 - Serves as a liaison to deans, department heads, administrators, faculty, students and external stakeholders.
 - Provides leadership in planning, directing, and evaluating departmental operations.
 - Conduct research for and briefs the Provost prior to meetings, reviews scripts and participates in rehearsals as needed.
 - Participates in personnel management including salary reviews and recommendations for promotion and professional trainings.
 - Evaluate performance of direct reports as well as department lead admins.
 - Monitor and coordinate staff workflow, delegate and distribute tasks
 - Supervising direct reports
 - Develop and train new staff members
 - Identify and recommend improvements for administrative procedures and makes evaluative judgments in implementing changes. Assist in the resolution of complex, highly sensitive, and confidential administrative matters.
 - Project manage key processes on behalf of the University, including budget, personnel (including evaluation and supporting searches), curriculum to ensure compliance with University, System, State, and Federal policies.

- Manage the Pre-tenure, Promotion and Tenure and Post-tenure process, ensuring all University and College rules and timelines are followed.
- Maintain college committee roster.
- Coordinate University representation in various university committees.

Budget Director for Academic Affairs

2010 - 2013

East Texas A&M University

Commerce, Texas

- Manages the daily budget operations for Academic Affairs, which includes frequent reconciliation of financial accounts.
- Provides administrative and managerial support for all budgeting and personnel support for the Provost and Associate Vice President.
- Assists in the preparation of the Legislative “Appropriation Requests (LAR).
- Coordinates year-end budget roll-over requests and prepares consolidated report for the Provost approval for submission to the President.
- Monitors and analyzes departmental budget and work with accounts managers to address routine budget issues.

Executive Administrative Assistant to the Provost and Vice President for Academic Affairs

2005-2009

East Texas A&M University

- Responsible for general operations of the Provost Office. Managed internal office activity and productivity as well as projects and deadlines.
- Summarizes data and prepares reports for the Provost/President review and approval.
- Provides training regarding rules, policies, and procedures to faculty, staff and administrative support personnel.
- Serves as liaison with local and area community groups, representing the Provost Office.

Hearing Appeals Officer (Administrative Judge)

1995-2005

Texas Department of Human Services

Austin, Texas

- Presided over administrative hearings on contested matters, interpreted and applied a diverse array of state and federal laws and regulations, rendered decisions in an impartial manner based upon reliable evidence and prepared clear and accurate legal decisions.
- Provide for the uniform application of public assistance laws and policies while serving in a high-level quasi-judicial position authorized under the Certified Federal Register.
- Developed curriculum and delivered training to colleagues at statewide best-practice conferences.

Civil Rights Compliance Specialist

1992-1995

Texas Department of Human Services

Tyler, Texas

- Advised and assisted department personnel in administering Equal Employment Opportunity (EEO), Civil Rights, Title VI and Section 504 programs. Developed and

managed affirmative action plans. Conducted internal complaint investigations and recommended appropriate corrective action. Conducted compliance reviews as required by federal regulatory agencies.

- Developed curriculum and delivered training state-wide for civil rights staff.
- Promoted diversity and equitable treatment within the agency of employees and clients.
- Completed special studies to identify problem areas and developed management recommendations.
- Conducted internal complaint investigations as requested by the Regional Attorney and recommended appropriate corrective action/resolution plan.
- Conducted compliance reviews as required by federal regulatory agencies.

Procurement Officer/Contract Manager II

1988-1992

Texas Department of Human Services

Austin, Texas

- Responsible for procuring, developing, managing and evaluating contracts. Developed and issued Request for Proposals (RFP) to potential bidders. Conducted procurement conferences. Negotiated contract renewals, amendments and plan changes; recommended contract cancellation when unwarranted deviations occurred.
- Negotiated contract renewals, amendments, and plan changes; recommended cancellation of contracts when unwarranted deviations occurred.
- Procurement and contract functions were performed to ensure contractor participation consistent with program, legal and fiscal requirements.
- Presentations and training were given to contractors and potential bidders at statewide procurement conferences.
- Supervised billing processing and eligibility monitoring functions. Reviewed contract agencies fiscal expenditures and reports for completeness, appropriateness and accuracy.
- Evaluated expenditure data and made projections to ensure appropriate utilization of funds.
- Assisted in resolving audit exceptions by identifying the cause of non-compliance and recommended appropriate disposition and service improvement plans.

Case Analyst

1983-1988

Texas Department of Human Services

Paris, Texas

- Responsible for service control validation. Compiled and analyzed case reading findings for compliance with service control and program requirements. Recommended and monitored corrective action. Provided interpretation of state and regional program policy and procedures.
- Developed and delivered training to regional management and direct deliver staff through regional staff meetings and statewide training sessions.
- Served as lead case manager and provided interpretation for program policy and procedures. Advised, trained and mentored newly hired staff.

- Presentations were given to civic groups to inform the community of available programs and resources. Established and maintained good rapport with medical providers and community resource groups.

PUBLICATIONS

RESEARCH GRANTS AND AWARDS
