







**HIGHER EDUCATION ADMINISTRATIVE EXPERIENCE**

**Interim Program Director Upward Bound Classic Program**

2015-2016

Oversee the daily operation of programming and services for low income and potential first generation college students

Responsible for supervising staff including progress reports, mid-year reviews and annual performance reviews

Responsible for hiring and re-hire of staff

Provide day to day direction for program operation that extensively services 9<sup>th</sup>-12 grade

Responsible for implementing a summer residential program

Responsible for reporting documentation to the University and federal government for annual reporting

Collected, analyzed and reported statistical data for the U.S. Department of Education and the University

Administered, managed and meet the grant objectives

Implemented and monitored program, staff and student evaluation/assessment

Managed and reconciled the yearly \$225,000 grant budget

Full knowledge of the legislative and regulatory requirements for the operation of Federal TRiO program

Recruited, selected and advised students based on U.S. Department of Education selected criteria and STEM disciplines

Identified faculty research mentors in areas of STEM

Implemented, monitored and evaluated an 8 week summer residential research internship

Provided activities, workshops, and training that focused on student academic and graduate school preparation

Supervised program employees

**Educational Specialist Educational Talent Search**

2007-2011

**Academic Achievement Programs**

Provided direct experience advising and counseling low income and potential first generation college students

Provided



## EDUCATION

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***Doctor of Philosophy in Urban Studies and Public Affairs, 2007***

Cleveland State University, Cleveland, OH

Concentration: Public Administration

***Master of Social Work, 2017***

The University of Akron, Akron, Ohio

***Master of Public Administration, 1997***

Cleveland State University, Cleveland, OH

***Bachelor of Arts Degree in Broadcast Journalism and African-American Studies, 1994***

The Ohio State University, Columbus, OH

## RESEARCH EXPERIENCE

Collaboration: Academic Achievement Programs  
Awarded: \$444,228/year for 5 year period

**Crimson Heights Ministries, Inc.**

Corporate Sponsorship(s)  
Awarded: \$250.00-\$2000.00

**Elpis Ministries, Inc.**

Corporate Sponsorships  
Awarded: \$250.00-\$2500.00

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**PUBLICATIONS**

- 
- Burton, H.E.** (manuscript in preparation). *The Black Church As A Mediating Structure: Case Studies of Critical Incidents*
- Burton, H.E.** (manuscript in preparation). *The Impact of Racial Identity on Deviant Behavior*
- Burton, H.E.**, Howard, E.G. (manuscript in preparation). *The Principles of Scientific Management in The Black Church*
- Burton, H.E.**, Howard E.G. (manuscript in preparation). *The Business of Church Business*
- Moore, A.M., Kautzman-East, M., **Burton, H.E.** (manuscript in preparation). *Not Beyond Reproach: The Effects of Stigma in Mental Health and its Impact on Consumers*

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**NON-ACADEMIC PUBLICATIONS**

- 
- Burton, Heather E., *I'm Single So What?* Griffin Scott Publishing, Atlanta GA
- Burton, Heather E., *Crimson Heights 2<sup>nd</sup> Edition*, Griffin Scott Publishing, Atlanta GA
- Burton, Heather E., *Crimson Heights*, Publish America, Washington, DC

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**NEWSPAPER ARTICLES**

- 
- Burton, Heather E., (2009-Present) *The Union Review*, RH Boyd Publishing Company, Nashville, TN  
Contributing Writer
- Burton, Heather E., (2007) *Call & Post*, "Why are they?", Cleveland, OH
- Burton, Heather E., (1996-1997) Ed. *The Bridge*, Cleveland State University, Cleveland, OH
- Burton, Heather E., (1997) "Life after OMAHR for Grad Assistants," *The Bridge*, Cleveland State University, Cleveland, OH
- Burton, Heather E., (1997) "Faculty Profile: Dr. Dalen Chiang," *The Bridge*,



Burton, Heather E. (1996) "Black and Latino Student Leadership Conference," *The Bridge*, Cleveland State University, Cleveland, OH

**PRESENTATIONS & POSTERS**

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Burton, Heather. E. (2018), Race Relations and working with students -St. Martin dePorres High School, Cleveland Ohio

Burton, Heather. E. (2018), Real Conversations on Inclusion-



Committee Member, President's Advisory Council on Women (PACOW), Case Western Reserve University, 2016-present

Committee Member, African American Resource Group, Case Western Reserve University, 2016-present

Conference Chair, University of Akron Student Innovation Symposium (UASIS), the University of Akron, 2011-2015

Participant Graduate