

Jose Eric Garcia

3426 S St. Apt A
Richmond, VA 23223

804-370-7689 Cell
804-289-8035 Office

EDUCATION

Master of Science in Secondary Education, Alcorn State University 2004
Emphasis: Health and Physical Education
Graduated with Distinctions: 3.72 / 4.0

Bachelors of Arts, Physical Education. Dana College 2001
Graduated with 3.0 / 4.0

PROFESSIONAL EXPERIENCE

Assistant Director of Admissions for Multicultural Recruitment. University of Richmond Richmond, VA 23173. July 2019 – Present

- Part of Diversity Recruitment Outreach team. Help guide Admissions staff in recruitment and outreach of underrepresented student at University of Richmond.
- Liaison to partnerships with CBO's. Maintain current relationships while looking for new partnerships
- Liaison for Division I athletics at University of Richmond. Complete early reads along with building relationships with athletics and admissions office
- Recruiting territory includes South and Central New Jersey, Maryland, Richmond, VA public schools along with traveling to CBO partnerships domestically.

Assistant Director of Admissions and Multicultural Recruitment. Bryant University Smithfield, RI 02917 September 2016 – June 2019

- Coordinate all aspects of Multicultural Recruitment including on campus yield events, email recruiting campaign along with working with other campus partners in the recruitment of domestic students of color. Includes moderating student and staff panels at various yield events on campus.
- Liaison for Bryant University Club Sports. Work with Assistant Athletic Director of Recreation and Club Sports coaches in terms of recruiting assistance, Early Reads for recruits and overall support to Club Sports from Undergraduate Admissions
- Advisor to Delta Kappa Epsilon Fraternity Bryant University Chapter. Weekly meetings and overall guidance to fraternity members.
- Liaison for all CBO's / Non-Profits that have relationships / partnerships with Bryant University. Also in charge of finding and cultivating new relationships with CBO's / Non Profits. Includes bringing CBO's to campus.
- Recruiting Territories include Boston / Cambridge MA, Philadelphia PA and Maryland south to Georgia. Traveled all territories. Manage all recruitment including counselor relationships, student interactions and all admissions related interactions.
- Presented at NEACAC Annual Conference May 2018 and May 2019
- Presented at Hispanic Educational Summit and Mi Exito Educational Summit sponsored by North Carolina Society of Hispanic Professionals from 2016-2019. Presented to over 500 Latino Middle school and High School students every session.

Board of Directors. NC FIELD. Kinston, NC. January 2017-August 2019

- Board of Directors Member.

- Attend quarterly meetings.
- Main focus is helping with donor relations. This included deviling new relationships with donors and maintain relationships with current donors.
- Located in Kinston, Lenoir County, NC FIELD has created a model for training farmworkers and farmworker youth to have a voice in the debates about issues that directly impact their lives and their families' livelihoods.

**Committee Chair Northeastern Consortium Bridging Access to College (NECBAC).
Northeast United States. September 2016 – Present**

- Committee Chair for Outreach Committee.
- Co-Chair for Camp College which is a week long summer camp for rising juniors and seniors in New England in Late July.
- Committee Member for Coming together conference held at NEACAC Conference May 2019.

**Assistant Director of Campus Outreach and Relation. East Carolina University.
Greenville, NC. July 2015-August 2016**

- Community outreach with organizations helping students of color and students and families located all over North Carolina and United States.
- Various Admissions Counselor duties and tasks in undergraduate admissions office.
- Assisting admissions counseling staff at East Carolina University in various ways.
- Connecting and partnering East Carolina University with Multiple Latino / Hispanic organizations across North Carolina and the United State.
- On road recruitment in form of high school visits, college fairs and individual visits.
- Work with East Carolina University campus partners in recruitment efforts of targeted populations.
- Recruiting students from all over North Carolina and United States.

**Assistant to the Associate Dean of Students, Berry College, Mount Berry GA, November
2014-June 2015**

- Recruit rising seniors for Preparing Leaders for Ultimate Success (PLUS) summer enrichment program Work with Office of Admissions and Multicultural and International Students Programs (MISP) Office to design and deliver PLUS eligible students
- Development of Hispanic / Latino support mechanisms on campus; create an alumni mentoring program
- Collaborate with ANY ANY program and Health and Wellness department on male health initiatives

**Assistant Football Coach / Football Recruiting Coordinator, Berry College, Mount Berry,
GA, August 2014-November 2014**

- Inside Linebackers Coach
- Primary Recruiting Coordinator
- Football Staff Liaison to Office of Admissions

**Assistant Football Coach / Track Coach / Minority Recruiter, Colby College, Waterville,
ME, July 2006 – August 2013**

- Linebackers Coach; Special Teams Coordinator; Football Video Coordinator
- Assistant Sprinters Coach / Javelin Coach Indoor & Outdoor Track: Men and Women's Teams; Director of Track Operations
- Assisted Office of Admissions with recruiting students of color related activities on and off campus
- Accomplished goal of increasing overall students of color population on Colby College campus through athletic recruitment

Admissions Counselor / Diversity Recruiter / Athletics Recruiter, Mississippi Valley State University, Itta Bena, MS, January 2006 – July 2006

- Recruited students of other than African American decent
- Assistant Recruiting Coordinator for 15 sports
- Worked with each Head Sport Coach and devise recruiting needs with available scholarships
- Assisted Development Office in discovering and facilitating new donors
- Attained goal of increasing diversity student population on MVSU campus

Admissions Counselor / Diversity Recruiter / Athletics Recruiter, Alcorn State University, Lorman, MS, January 2005 – December 2005

- Reached goal of 10% Diversity students at ASU for 4 years
- Assisted in transitional support for all incoming freshman
- Advised and worked as retention coordinator for all diversity students
- Assistant Recruiting Coordinator for 15 sports

Assistant Football Coach / Head Track Coach, Dodge City Community College, Dodge City, KS, August 2004 – December 2004

- Linebackers Coach; Football Video Coordinator; Assistant Special Teams Coach
- Head Men's and Women's Track and Field Coach
- Liaison between football and track programs & Admissions Office

Graduate Assistant Football and Golf Coach / Athletics Recruiter, Alcorn State University, Lorman, MS, July 2003 – July 2004

- Assistant Recruiting Coordinator for 15 sports
- Safeties / Defensive End Coach; Assistant Football Video Coordinator; Assistant Special Teams Coach; Assistant Strength and Conditioning Coach
- Assistant Men's and Women's Golf Coach and Director of Golf Operations
- Assistant Residence Hall Director for Men's Athletic Dormitory
- Achieved goal of increasing diversity student populations on football and golf teams

Assistant Football Coach and Track Coach, Mansfield University, Mansfield, PA, August 2002 – June 2003

- Wide Receivers and Tight End Coach, Co- Football Video Coordinator
- Sprinters Coach for Indoor and Outdoor Track: Men and Women's Teams
- Accomplished goal of increasing students of color population on football team from 6% to 26%

Graduate Assistant Football Coach, Urbana University, Urbana, OH, January 2002 – July 2002

- Wide Receiver's / Defensive Backs Coach; Assistant Football Video Coordinator; Assistant Strength and Conditioning Coach
- Assistant Residence Hall Director for upperclassmen apartments

Graduate Assistant Football Coach, Humboldt State University, Arcata, CA, August 2001 – December 2001

- Safeties / Defensive End Coach; Assistant Special Teams Coach; Assistant Football Video Coordinator; Assistant Strength and Conditioning Coach
- Mentor for At-Risk High School students at Alternative High Schools in Eureka, CA
- Attained goal of recruiting and getting commitments from high school football players inner city Los Angeles, CA

Assistant Football Coach, Arlington High School, Arlington, NE, May 2000 – May 2001

- Varsity Football Coach – Wide Receivers; Assistant Football Video Coordinator; Varsity Football Scouting Coordinator

- Junior Varsity Football Coach – Wide Receivers and Defensive Backs
- Educated and assisted seniors in college recruitment process

ORGANIZATIONS

- Member of Black Coaches and Administrators Association
- Member of Phi Beta Sigma Fraternity Incorporated
- Member of Northeastern Consortium Bridging Access to College (NECBAC)
- Member of American Football Coaches Association
- Member of North Carolina Society of Hispanic Professionals
- Member of NC FIELD
- Member of National Association for College Admission Counseling (NACAC)