

H. Steve Leslie

Email: sleslie@astate.edu

SUMMARY OF QUALIFICATIONS

- Extensive management and leadership experience
- Passion and demonstrated track record for effective teaching
- Ability to work as a team player and independently
- Excellent verbal and written communication skills
- Advance knowledge, skills and experience in using communication-related technology
- Fluent in the use of multiple assessment and content management technologies
- Professional experience appropriate to business/education, plus experience with career/professional development for native and English language learners

EDUCATION

Doctorate of Education (Ed.D) – Emphasis on Higher Education Leadership

Arkansas State University (A-State) Jonesboro, Arkansas August 2017

Specialist Degree in Community College Teaching (SCCT)

Arkansas State University Jonesboro, Arkansas August 2014

Masters of Science in Information Systems and e-Commerce (MS)

Arkansas State University Jonesboro, Arkansas August 2008

Masters of Arts in Communication Studies (MA)

Arkansas State University Jonesboro, Arkansas August 2008

Masters of Business Administration (MBA)

Manchester Business School Manchester, England June 2003

Bachelor of Science in Management Studies (BS)

University of the West Indies (UWI) Kingston, Jamaica June 1996

Diploma in Teaching (Dip)

Church Teachers' College - UWI Mandeville, Jamaica June 1991
Emphasis Mathematics and Science

TEACHING EXPERIENCE

Instructor – Business Communication, College of Business (A-State)

Fall 2015 - Present

- Teach personal and professional business communication

- Assists students in developing valuable business communication patterns
- Teach the impact and influence of ethics, legal constraints, culture, technology, diversity, work teams on business communication skills
- Prepares students to use effective critical thinking skills
- Provides opportunities for students to develop effective personal branding
- Guides students in understanding the business report process and research methods
- Guides students in organizing and preparing business reports and proposals
- Assists students in designing and delivering business presentations
- Guides students in preparing resumes and application messages
- Guides students in developing interviewing skills and preparing employment messages
- Teach courses in management and retailing, as needed
- Teach Management Courses: Retailing & Social Impact Management
Summers 2016 & 2017

Instructor Oral Communication (online), College of Media & Communication (A-State)
January 2013 – May 2015

- Planned curriculum for oral communications classes including content on business communication
- Assessed student performance
- Provided timely feedback to students in this on-line environment
- Prepared engaging lessons to meet the needs of learners enrolled in my class
- Answered questions students have
- Provided quality advise to students as the needs arise
- Supported students' needs with regards to technology usage in my class

Instructor Oral Communication (face-to-face), College of Media & Communication (A-State)
August 2008 – December 2013

- Planned curriculum for oral communications class
- Assessed student performance
- Provided timely feedback to students in the face-to-face learning environment
- Prepared engaging lessons to meet the needs of learners enrolled in my class
- Answered questions students have
- Provided quality advise to students as the needs arise
- Supported students' needs with regards to technology usage in my class

Teaching Assistant, College of Communications (A-State)
January – May 2007

- Assisted with teaching seminar in digital media and citizen journalism to graduate students
- Taught oral communication to undergraduates
- Assisted with teaching 'First Year College Experience' to Freshmen

Graduate Assistant, College of Communications (A-State)
August 2006 – May 2008

- Worked with the dean of the College of Communication on special projects
- Assisted dean with classroom teaching as the need arose

- Work on special projects with the chair of Communication Studies department

Teacher-Mathematics, Knox College High School, Clarendon, Jamaica

September 1991 – December 1994

- Taught mathematics to high school seniors, juniors and freshman students
- Provided supervision as Men's Dean for School's Hostel, housing over 60 students
- Planned, implemented, and evaluated programs for student enrichment

PROFESSIONAL WORK EXPERIENCE - Other

Interim Director – The Faculty Center – Arkansas State University - Jonesboro:

February 2013 – August 2015

- Fostered collaboration among the various units which support effective teaching and learning on campus through a variety of instructional modalities.
- Provided leadership and planning for all instructional and curricular development activities designed to support the University's teaching community.
- Provided leadership and planning for the development and implementation of assessment plans at the classroom and program levels
- Oversaw the distribution of resources to support the development of the instructional community as well as the goals of the unit
- Planned, developed, coordinated, implemented, and supervised orientation and training opportunities for full-time and per course faculty and graduate teaching assistants, regardless of specific teaching modalities
- Planned, developed, coordinated, implemented, and supervised a variety of workshops designed to improve the use of technology-enhanced teaching and learning including course management systems and effective online teaching
- Participated in the selection and training and supervised, directly or indirectly, all employees assigned to the Faculty Center for Teaching and Learning
- Supported the work of the Provost and Vice Chancellor for Academic Affairs by accepting and accomplishing tasks designed to contribute to and improve student learning and development, through targeted faculty enrichment programs
- Managed Faculty Center's budget of \$150,000
- Increased Faculty Center funding by 30% through non-university funding opportunities

Academic Technology Specialist: Arkansas State University - Jonesboro

October 2008 – February 2013

Interactive Teaching & Technology Center

- Collaborated with faculty and staff by training, supporting and assisting them in applying learning and teaching technologies to their courses
- Supported faculty usage of technology in course curriculum, planning, development, and student assignments
- Instructed faculty and staff in the use of instructional course management software
- Promoted and used best instructional design practices with emphasis on learning outcomes for students
- Designed and conducted workshops, creates training materials, design course assignments or projects incorporating technology in the teaching and learning process

- Conducted one-on-one mentoring of technology usage for faculty and staff
- Assisted in the implementation of technically challenging projects
- Assisted in the hiring, managing and training of team members

Distribution Manager – AVP Sales:

February 2006–August 2006

National Commercial Bank (NCB) Insurance Company Limited

Kingston, Jamaica

- Supervised three regional sales managers
- Responsible for growth and retention of US\$108 M portfolio
- Had Responsibility for the achievement of sales revenue target of US\$80 K
- Coached, developed, mentored and honed leadership and management skills of sales managers
- Participated in the Institute of Leadership and Development (ILOD) course – Creativity and Problem Solving Techniques (November 2005)
- Participated in the Institute of Leadership and Development (ILOD) course- Funds Flow (October 2005)
- Participated in the Institute of Leadership and Development (ILOD) course- Analyzing Business Process (September 2005)
- Participated in the Institute of Leadership and Development (ILOD) course- Leadership and Organizational Effectiveness (September 2005)
- Participated in the million Dollar Round Table (MDRT) Conference, New Orleans, USA, June 2005
- Participated in the Institute of Leadership and Development (ILOD) course- Emotional Intelligence (November 2004)

Regional Sales Director:

October 2004 - January 2006

National Commercial Bank (NCB) Insurance Company Limited

Kingston, Jamaica

- Managed company’s largest regional sales center operations
- Provided strategic leadership and career development for staff
- Developed corporate relationships and strategic business alliances
- Performed effective management of channel conflict across subsidiary companies and distribution channel

Regional Sales Manager:

June 2003 – September 2004

National Commercial Bank (NCB) Insurance Company Limited

Kingston, Jamaica

- Direct Responsibility for sales; marketing; relationship and retention results of NCB insurance products within a defined market area.

- Recruited; coached; set sales targets; determined sales representatives developmental needs measured and monitored performance; evaluated effectiveness of sales strategy; compiled and maintained sales related data to facilitate sales representative and market development
- Received company's highest sales award for 2003-2004 (Sales Manager of the year)
- Successfully completed Life Sales Management Training Course
- Participated in the Life Agency Management Program (LAMP) Conference, New Orleans, USA, March 2004

Corporate Account Manager/Credit Officer:

December 2002 – May 2003

Bank of Nova Scotia, Kingston, Jamaica

- Managed loan portfolio of over J\$100 Million
- Increased loan portfolio by J\$20 Million
- Prepared credit applications
- Identified and analyzed financial risks
- Managed and rectified delinquent accounts
- Analyzed and interpreted financial statements
- Processed and resolved customer complaints effectively
- Prepared for and conducted financial counseling meetings with customers
- Identified needs and promoted the selling of additional products/services to customers

Management Trainee:

March 2001 – December 2002

Bank of Nova Scotia, Kingston, Jamaica

- Assisted with the preparation of credit applications
- Processed and resolved customer complaints effectively
- Prepared for and conducted financial counseling meetings with customers
- Identified needs and promoted the selling of additional products/services to customers

Insurance Agent:

January 2000 – March 2001

Bank of Nova Scotia Life Insurance Company, Kingston, Jamaica

- Expanded territorial sales at assigned unit in excess of 25%
- Received company's highest agent award in 2001 for highest conservation rate
- Participated in several training programs/workshops. Including:
 - Advanced Professional Selling Skills;
 - Coaching for Excellence, etc.
- Managed long-term portfolio investments valued at over J\$140 Million
- Increased clientele base by 30 %
- Exceeded sales target of J\$45 Million by J\$20 Million

Point-of-Sale Coordinator/Senior Service Representative:

June 1997- December 1999

Bank of Nova Scotia, Kingston, Jamaica

- Launched new Debit Point-of-Sale transaction system
- Recruited new clientele and provided training for support staff
- Conducted seminars demonstrating effective use of Point-of-Sale product/service
- Expanded and increased revenues by 15% for branch office through excellent customer service management
- Served as sales and resource agent for Point-of-Sale products
- Received company's top service award in 1999

Customer Service Representative:

August 1994 - May 1997

Bank of Nova Scotia, Kingston, Jamaica

- Provided advice regarding portfolio investment management
- Marketed new products to clients that increased branch office revenues by 15%
- Implemented technology transfer for bank loan portfolio

CERTIFICATIONS

Blackboard-- Evaluating Courses for Effective Instruction	July 2012
Blackboard-- Advanced Teaching and Learning Online	June 2011

PROFESSIONAL ACADEMIC ACTIVITIES

Book

Johnson-Leslie, N. & **Leslie, H. S.** (2010). *The ABC's of Surviving School Violence*. Bloomington, IN: AuthorHouse.

Peer Reviewed Publications

(Book Chapter – Blind Peer Reviewed):

Johnson – Leslie, N. & **Leslie, H.S.** (2017). *Technology in higher education administration: 25 years of leveraging changes to content delivery*. IGI Global

Saleh, A., Yu, Q., **Leslie, H.S.**, Seydel, J. (2017). *Gender equity, student loans and returns on investment in American higher education. International Journal of Sociology of Education, 6(2), 217-243. doi: 10.17583/rise.2017.2633*

Conference Presentations:

Saleh, A., Yu, Q., **Leslie, H. S.** & Seydel, J. (2017). *The Impact of gender equity, student loans and returns on investment on students in American higher education: Are females at a disadvantage when compared to males in the U.S.? American Educational Research Association (AERA) International Conference. San Antonio, TX. April 27 – May 1, 2017.*

Johnson-Leslie, N. & **Leslie, H. S.** (2016). *The skull and bones of flipping a course: Case of using iPads in a performance based instructional design Course to promote technology integration. Savannah, GA, March 20 – 24, 2016.*

Leslie, H. S. & Johnson-Leslie (2015). Mentoring “T”djunct Faculty: To what are community college faculty members being mentored to integrate technology into their teaching? Las Vegas, NV, March 1-6, 2015.

Johnson-Leslie, N., & **Leslie, H. S.** (2014). Every freshman has an iPad. Jacksonville, FL. March 8, 2014.

Leslie, H. S. & Johnson-Leslie, N. (2013). iPads in the college classroom. The pilot study. New Orleans: LA March 27, 2013.

Johnson-Leslie, N., & **Leslie, H. S.** (2013). Early learners using APPS in their learning environment. New Orleans: LA March 27, 2013

Leslie, H. S., & Johnson-Leslie, N. (2011). “Changing Pedagogy for sustainability: Using Tegrity course capture. New Orleans, LA. International Conference on Educational Research Conference. September, 2011.

Torres, H., **Leslie, H. S.,** Merillatt, L., & Smith, T. (2011). “Rethinking Faculty Development: Shifting from Product to Process” Sloan – C International Conference on Online Learning. November 2010. Orlando, FL.

Torres, H., **Leslie, H. S.,** Merillat, L., & Smith, T. (2011). Integrating Technology and Pedagogy into Course Design – presented on CDLC and eQUIP Tool. Pennsylvania State System of Higher Education (PASSHE) virtual conference on distance education.

Johnson-Leslie, N., & **Leslie, H. S.** (2010). Pedagogical inTegrity: Building and Sustaining a Culture of Use 4th Annual Tegrity User Conference. Louisville, Kentucky.

Other Presentations:

Leslie, H. S. (2015). Think before you thought: Effective communication. Arkansas State Leadership Development Program Institute. Jonesboro, Arkansas.

Leslie, H. S. (2015). Coaching and mentoring skills for leadership success. Arkansas State Leadership Development Program Institute. Jonesboro, Arkansas.

Other Research:

Dissertation

The Relationship of Gender Equity to Compensation, Career Advancement and Leadership in Selected Colleges of Business in Finland, Jamaica and United States.

August 2017

Theses

Organizational Culture, Acculturation and the Academic Performance of International Students: The Arkansas State University (ASU) Experience

August 2008

June 2003

HONORS, ACTIVITIES and AFFILIATIONS

Year	Award
2017	Dr. Eugene Smith Research Fellowship
2015	A-State Friends of Diversity award
2003-2004	Sales Manager of the year (Highest sales award)
2001	Agent award (Highest Conservation Rate)
1999	Top service representative award

- Lambda Pi Eta Honors Society
- American Educational Research Association (AERA)
- Association of Business Communication (ABC)
- Society for Information Technology in Teacher Education (SITE)
- International Mentoring Association (IMA)
- Center for Creative Leadership (CCL)
- Jonesboro Chamber of Commerce