

## HIGHER EDUCATION RESUME SUMMARY

of

**PROFESSOR WILLIAM RICHARD GRIFFIN, JR.; JD, MSTM, MS, BS**

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After spending 13 years as a college student and earning four degrees, in 2000 Bill Griffin moved to the “delivery side” side of higher education and became a university professor and manager.

### INSTRUCTOR

Bill is an award winning instructor and presenter. He has been a full time educator for eight years, teaching over a dozen classes per year. Prior to 2003, he worked full time in industry and government for over 30 years. His practical experience in industry and government has provided information and first person experiences that he uses in the classroom to clarify abstract concepts and bring relevancy to the discussions.

Bill has taught in graduate school, undergraduate school, high school and industry. He has instructed nontraditional students and traditional students. Because of his broad professional background and graduate education in management, law and engineering, he has taught over two dozen courses with a wide range of topics in business, management, law, math and science. For four colleges, he has taught the following business and management courses:

- Management Across Cultures
- Business and Society
- Business Ethics
- Entrepreneurship
- Organizational Behavior (leadership)
- Operations Management
- Human Resources Management
- Business Finance
- Investment Management
- International Business
- International Management
- Foreign Relations
- Business Finance
- International Financial Management
- Independent Research
- Business Law I (contracts)

- Business Law II (forms of business organization)
- Corporations Law
- Employment Law
- Occupational Safety and Health Law
- Administrative Law (regulatory law)
- Legal Environment for Global Organizations (business law for international organizations)
- Business Statistics
- Quantitative Analysis
- Quantitative Methods
- Intermediate Algebra
- Environmental Science

Although he is primarily a classroom instructor, he has experience with distance learning platforms like Web CT and McGraw Hill Connect.

He has been a tutor in math, science and writing. He has supervised student internships and student research projects. He developed a phased method to help students execute research projects and prepare research papers.

He has planned curriculum expansion, developed new courses, and revamped existing courses. Bill has developed and presented executive seminars for mixed audiences of college students, business people, and members of the public. In industry, he has been a trainer on decision analysis, technical writing, environmental impact analysis, regulatory requirements, emergency preparedness, company policies and procedures, and other topics. He has worked as an academic advisor and counselor, helping students with career planning and job hunting.

His approach to teaching includes the following: (1) Help students achieve their plans and goals. (2) Explain the course material as clearly as possible. Use real world examples to illustrate points and add relevance to the course. (3) Help people improve their communication skills, especially writing. This will help them in their roles as students and as professionals.

He has earned awards from NAU (Instructor of the Quarter, Dedicated Instructor Award), American Society for Engineering Education (Outstanding Presenter), University of California at Irvine (Outstanding Corporate Volunteer), and California Nature Conservancy (Volunteer of the Year). At NAU, he has earned high marks on student evaluations of instruction and annual performance evaluations.

## MANAGER AND ADMINISTRATOR

He has worked as an educational administrator for National American University. He managed NAU's on-campus graduate program for three years, where he executed tasks including: recruiting students, registration, accreditation tasks, committee assignments, hiring and supervision of faculty, and launching new programs. The size of the program tripled while he was managing it. He was NUA's program coordinator for on-campus undergraduate programs in Business Administration, Applied Management, and Organizational Leadership (i.e., the local

“business chair” for degree programs that include about 100 students). NAU frequently used him as a liaison with the local business community.