

Meet the Staff

The Graduate School
Howard University

Office of the Graduate Dean Dr. Dana A. Williams, Dean of the Graduate School

Ms. Jimisha Relerford, Special Assistant to the Dean

Ms. Relerford provides administrative and project management support for the Dean of the Graduate School. She also serves as Coordinator of the Expository Writing program and facilitates Turnitin access for graduate students and faculty.



Office of Academic Affairs and Graduate Studies



Dr. Constance M. Ellison, Senior Associate Dean for Graduate Studies

Dr. Ellison provides leadership and oversight of graduate policies and graduation requirements, graduate faculty and student requests and grievances, thesis and dissertation requirements, and graduating candidate certification. She works closely with the Registrar to ensure compliance with rules and regulations and maintain the consistency of catalog and degree requirements.

Dr. Terri Adams, Associate Dean for Research

Dr. Adams directly supports graduate students' applications for external awards. She develops programming and processes to prepare and mentor students applying for competitive graduate and post-graduate fellowship opportunities, including information sessions, workshops, and one-on-one consultations.



Ms. Miriam Okine Davies, Assistant Dean for Student Affairs & Enrollment Management

Ms. Okine Davies directly supports the planning, implementation, and evaluation of strategies and initiatives related to the recruitment of prospective graduate students and monitors and supports the student recruitment and application lifecycle. She leads recruitment and enrollment initiatives and participates in collaborative efforts necessary to meet enrollment goals and support graduate students' success.



Ms. Betty Goodwin, Academic Coordinator

Ms. Goodwin assists in maintaining the overall academic integrity, quality, and viability of graduate degree programs. She serves as the administrative link between Directors of Graduate Studies and department chairs and the Office of Enrollment Management. She reviews candidacy applications for doctoral students and assists with the coordination of dissertation defenses.



Office of Academic Affairs and Graduate Studies



Ms. Alveta Addison, Recruitment Coordinator

Ms. Addison organizes and implements the Graduate School's recruitment activities. She is also responsible for additional student affairs matters, including conducting RCR workshops, organizing recognition and awards ceremonies, and assisting with program evaluation.

Dr. Kamla Deonauth, Coordinator of Graduate Certificate Programs & Director of Special Projects

Dr. Deonauth coordinates certificate programs in the Graduate School. She also serves as Program Director for the Alliance for Graduate Education and the Professoriate (AGEP) and manages the Center of Excellence for Preparing Future Faculty (CEFF). She assists with training graduate teaching and research assistants and coordinates the Peer Mentoring Initiative.



Office of Administration & Finance

Dr. Linda Jones, Assistant Dean for Administration and Finance

Dr. Jones serves as a key strategic advisor to the Dean and the Senior Associate Dean of the Graduate School on non-academic matters. She manages the administrative operations of the Graduate School, including facilities, contracts and grants, budget and finances, academic personnel, and human resources. She also supports students' professional development initiatives, including registration and travel for professional conferences and research.



Ms. Gloria Lloyd, Financial Aid Coordinator

Ms. Lloyd organizes student financial support and related activities. She manages the Graduate School's student financial support budget, including internal fellowships, scholarships, assistantships, and travel awards.

Ms. Jacqueline Simms, Project Coordinator

Ms. Simms coordinates functions of grant projects to ensure that all projects' goals and objectives are accomplished in accordance with established priorities, time limitations, and funding limitations. She coordinates with the Office of Research, monitors and approves project expenditures, and advises staff and faculty.



Ms. Shalisa Smith, Administrative Assistant

Ms. Smith performs a variety of advanced administrative duties in support of Graduate School, including scheduling, correspondence, and assistance with office affairs and personnel management.

Office of Technology & Special Services



Mr. Glenn Griffin, IT Specialist

Mr. Griffin provides software and hardware support to the Graduate School, including upgrading computers and laptops, managing edits to the Graduate School's webpage, and supporting the technical needs of the Graduate School's administrative offices and activities. He also assists with facilities issues and provides IT consultation to graduate faculty, staff, and students on an as-needed basis.