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Ph.D., English, New York University, 1998; defended with distinction B.A., Rhetoric and Writing/English, University of Tulsa, 1984

Professor of English, 2015Ë Associate Professor of English, 2005Ë15 Assistant Professor of English, 1999Ë2005 Instructor of Communications, 1997Ë99

Instructor of English, 1993Ë97

Writing Center Tutor, 1992Ë93

Graduate Teaching Assistant, 1988Ë92

- Director, Wilf Campus Writing Center, 1997É: Currently hire, oversee, and schedule 25 student tutors who work with 250 writers in 700 sessions per year; conduct ongoing tutor education program; manage payroll and a \$35,000 tutoring budget. Formerly hired and oversaw 35 tutors, an assistant director, secretary, and 4 adjunct faculty tutors who served 600 writers in 2500 sessions; designed and led workshops for graduate and undergraduate students, faculty, and staff; managed \$70,000 budget.
- Chair, Yeshiva College Department of English, 2015Ë19: Responsibilities included scheduling 40Ë 55 departmental and general education courses per year taught by six tenured and four fulltime non-tenure-track faculty; successfully proposing two new non-tenure-track writing lectureships; implementing a new Media Studies minor and two new concentrations in the major; clarifying and publicizing requirements for majors and minors; conducting student outreach; guiding two successful applications for tenure and promotion and three for contract renewal; and sustaining an annual cycle of assessment of the English major
- Acting Director, First Year Writing and First Year Seminar, Spring 2014: Led workshops for and consulted individually with faculty; evaluated student requests to enter closed courses and for transfer credit

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