

JENNIFER L. MINTZER

(mailing address withheld from public online version of this document)

SUMMARY OF QUALIFICATIONS

- Sharp management and administrative skills highlighted in leadership roles as a director, professor, advisor and chair of a communication department
- Over 10 years of college teaching experience in the field of mass media and communication
- Experience working with an extremely diverse population at Pine Manor College and the Cultural Care Au Pair Training School
- Excellent interpersonal skills; ease in presenting information to both large and small groups of people as done on a daily basis as a professor and training school director
- Insightful analytic ability; top 5th percentile on the analytical section of the G.R.E.
- Easygoing attitude that helps facilitate dialogue between team members; approachable and easy to talk to; see evaluations at www.jenmintzer.com/teaching-evaluations.html

RELEVANT EXPERIENCE

Director of International Studies Education, Neumann University, 01/2015 – Present

Provided leadership, supervision and management of study abroad programs, international student services and international education for the Neumann University community; served as a Primary Designated School Official (PDSO) for the U.S. Department of State to manage international students in SEVIS; advised students on intercultural customs and expectations; oversaw study abroad opportunities to the United Kingdom, Ireland, Australia, Italy, France, Spain and China

Certified International Tour Manager/Director, Various Companies, 12/2013 – Present

Organized and accompanied groups on tours to a wide variety of domestic and international locations; oversaw all tour logistics and budget; provided educational tour commentary regarding historic and culturally significant sites; advised travelers regarding intercultural and local customs; liaised with hotels, coach companies, restaurants and other suppliers; served on-call 24/7 to handle any emergencies; Certificate in International Tour Management with "superior skills" designation awarded by the International Guide Academy

Site Manager, Middlebury-Monterey Language Academy, Preseason & Summer 2014

Supervised 57 international faculty/staff (7 direct reports, 50 indirect reports) and managed all logistics and operations at the MMLA Pomona College campus ensuring the best possible experience for 201 teenage residential participants in a month-long language immersion program, engaged in preseason prep work, coordinated multicultural programming and off-site field trips, addressed disciplinary issues, oversaw budget, liaised with college staff regarding facility issues and was available 24/7 on-site in campus housing to handle any emergencies

Director of the Training School, Cultural Care Au Pair, 06/2012 – 10/2013

Served as "first-in-command" of the Cultural Care Au Pair Training School in a 24/7 live-in, on-call position; managed all operational aspects of the school including curriculum development, residence life, crisis management, staff/faculty hiring, cash flow, expense reporting, payroll, budget, scheduling, inventory and travel logistics; directly supervised three residential staff and 10 teachers; facilitated intercultural dialogue with new au pairs from around the world (up to 308 au pairs each week); served as an Alternate Responsible Officer (ARO) for the U.S. Dept. of State to manage au pairs in SEVIS

Adjunct Professor of Media & Communication Studies, Ursinus College, Spring 2012

Taught "Television Studio Production" over the course of one academic semester

Academic & Test Prep Tutor, StudyPoint, 10/2010 – 05/2012

Conducted in-person and online tutoring sessions with middle school and high school students in mathematics, writing and college test preparation (SAT and ACT)

Group Leader, The Experiment in International Living (EIL), Summer 2010 & 2011

Facilitated the learning experience among high school participants during a four-week, filmmaking-based, experiential learning program while traveling throughout the United Kingdom. Taught students basic principles of documentary filmmaking, engaged students in intercultural awareness/sensitivity, encouraged student growth and safety, administered program logistics/budget and acted as a liaison between EIL staff, host families, participants and parents

Visiting Lecturer, Semester at Sea, Spring 2007

Designed and taught three intercultural communication/media studies courses and led in-country field expeditions during a 14-week voyage around the world, visiting the Bahamas, Puerto Rico, Brazil, South Africa, Mauritius, India, Malaysia, Vietnam, Cambodia, China and Japan

Assistant Professor of Communication, Pine Manor College, 08/2004 – 08/2009

Designed and taught 12 different classes in video production and critical media studies to an extremely diverse student body, added a new course to the curriculum, counseled students as an academic advisor, served on academic committees, chaired the Communication Department and contributed to administrative work such as writing annual reports and program reviews

Instructor of Communication, Temple University, 09/2000 – 05/2004

Taught a variety of classes in the Broadcasting, Telecommunications and Mass Media Department and the Journalism, Public Relations and Advertising Department, compiled data for departmental accreditation reports and researched/wrote numerous articles for the alumni magazine

EDUCATION**Ph.D. coursework (ABD), Temple University, 2006**

Concentration: Mass Media and Communication, G.P.A.: 3.76

M.F.A., American University, 1999

Concentration: Film & Electronic Media, G.P.A.: 3.75

B.A., Ursinus College, 1997

Majors: English & Communication, Minor: German

Magna Cum Laude, Phi Beta Kappa, G.P.A.: 3.78

HONORS AND AWARDS

- The Lindsey Professorship for Outstanding Academic Performance and Scholarly Promise (junior faculty sabbatical leave), Pine Manor College, 2006 - 2007
- Graduate Student Teaching Award, International Communication Association, 2002
- Phi Beta Kappa, Ursinus College, 1997
- Alfred L. Creager Prize for Creative Writing, Ursinus College, 1997
- Sigma Tau Delta (International English Honor Society), Ursinus College, 1996
- Phi Sigma Iota (International Foreign Language Honor Society), Ursinus College, 1995