

SAM JONES

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Career Objective

Experienced Higher Education professional seeking an opportunity to contribute to an active and expanding Widening Participation Team in order to broaden the horizons of young people through education.

Relevant Experience

- 07/08 – present **Events Co-ordinator, Careers Centre, University of Somewhere**
- Responsible for organising campus-wide events for a range of employment sectors
 - Liaising with University staff, alumni and employers to design/schedule events
 - Generating appropriate marketing and publicity materials
- 09/06 – present **Administrative Staff, Academic Office, University of Somewhere**
- Dealing with enquiries from students, parents and prospective applicants
 - Liaising with student support services, including residential life, disability services, mental health and counselling
- 09/03 – present **Residential Staff, Residential Life, University of Somewhere**
- Responsible for supervising a residential block of 150 undergraduates, providing welfare support, overnight supervision and disciplinary decisions
 - Facilitating student access to University and Students' Union support services, and assisting students with particular support/welfare needs
 - Working with residential staff to organise social events for 400+ students from diverse socio-cultural backgrounds
 - Contributing to the University's Staff Development Programme, delivering training sessions for 50+ new staff and mentoring Resident Tutor

Relevant Skills

Project management

- Completed PhD in 2007 demonstrating proven ability to conceive, implement and manage a large scale project in accordance with contracted funding body

Communication

- Excellent written communication skills gained through production of PhD thesis and additional work commitments
- Strong verbal communicator and presenter, evidenced through work with students and staff as well as conference presentations

Initiative

- Able to work on own initiative, affirmed by successful completion of PhD, and ability to reconcile academic workload with the demands of three part-time roles

Team work

- Developed strong professional relationships with colleagues in the Academic Office, Careers Centre and Residential Life Team

Other Experience

- 03/09 – current **Literature Tutor, English Department, University of Somewhere**
- Four years teaching undergraduates, including international/mature students
 - Setting seminar content, delivery and teaching material to match learning needs
- 03/08 – 05/08 **Editorial Assistant, Women’s Writing Book**
- Collaborated with principal editor to prepare manuscript for publication
 - Worked independently to establish stylistic, referencing and formatting consistency
- May 2008 **Conference Organiser, University of Somewhere**
- Organised event promoting the work/interaction of young researchers
 - Secured sponsorship, speakers, publicity and entertainment for the event

Education

- 2007 **PhD, English and Caribbean Literature**
Department of English and Comparative Literary Studies, University of Somewhere
- Organised event promoting the work/interaction of young researchers
 - Presentations to large audiences at a number of high-profile conferences
 - Secured several publications, including articles in peer-reviewed journals
 - Submitted regular reports to department and award body
 - Secured additional funding for travel and conference participation
 - Completed Postgraduate Teaching Award
- 2002 **MSc Sociology with Sociological Research Methods**
Department of Sociology, University of Newtown
- Organised and led course reading group
- 2000 **BA English Literature (First Class)**
Department of English, University of Somewhere
- Participated in Community Teaching Project, encouraging and supporting key skills in reading, writing and mathematics at Primary School
- 1998 **A-Levels: English, Maths, History & A/S Information Technology**

Additional Skills

IT skills: MS Office, Endnote, E-Entry Mark System

Further Interests

Theatre, Photography and Creative Writing
Actively involved with Lifelong Learning Programmes

References available on request