

# Fred Jordan

217 Green Street, Rear Apartment • Syracuse, NY 13203 • (412) 559-4805  
fjordaniv@gmail.com

## CORE QUALIFICATIONS

---

- Experience in academic counseling and student development
- Familiarity with the needs of diverse student populations
- Strong interpersonal and communications skills and a willingness to collaborate across disciplines and departments
- Flexibility and ability to assess student needs
- Ability to connect with students in a respectful, empathetic manner
- Familiarity with a variety of electronic course management systems
- Adept with technology and social media
- Strong critical thinking skills

## EXPERIENCE

---

### *Faculty Advisor*

Wheeling Jesuit University

August 2005-May 2008

- Met with students individually to develop academic plans.
- Worked with students to identify core and program requirements.
- Listened to undecided students and encouraged them to explore programs based on their interests and goals.
- Familiarized students with the registration process.
- Approved student schedules and authorized registration using Datatel.
- Tracked academic progress and ensured that students met program goals and requirements through degree audits.
- Worked with at-risk students to develop effective study habits.
- Familiarized students with and referred them to campus resources.
- Managed internships and practicums for Professional Communications majors and assisted with career-development strategies.

### *Related Experience*

- Taught First Year Experience classes aimed at familiarizing at-risk students with campus resources, deadlines, study skills, and the registration process.
- Incorporated career-focused research assignments into composition classes.
- Addressed many of the challenges faced by incoming students through Onondaga Community College's Accelerated Learning Program.

## TEACHING EXPERIENCE:

---

### *Adjunct Instructor*

Morrisville State College

August 2017-Present

Composition Course: Composition 100

*Adjunct Instructor*

August 2017-December 2017

Onondaga Community College

**Composition Courses:** Accelerated Learning Program

English 099 and English 103

Reappointed to the adjunct faculty roster December, 2017.

*Adjunct Instructor*

August 2000-July 2005

Community College of Allegheny County

August 2008 to July, 2017

**Composition Courses:** Basic Writing Techniques, Basic Principles of Composition, Composition 1, Composition 2, Technical Writing, Creative Writing.

**Literature Courses:** American Literature to the Civil War, Post Civil War American Literature, Fiction, Dramatic Literature, Children's Literature, Poetry, The Art of Film.

*Instructor*

August 2005-May 2008

*Adjunct Instructor*

August 2004-July 2005

Wheeling Jesuit University

**Composition Courses:** College Writing, Process of Composition.

**Literature Courses:** Literary Foundations, Literary Explorations Online.

**Professional Writing:** Desktop Publishing and Visual Design, Advertising, Feature Writing, Public Relations Writing, Introduction to Professional Communications, Senior Seminar.

**Fine Arts:** Photography (Spring, 2008).

**Additional Service:**

- Mentored seniors as they developed and defended capstone projects.
- Served as acting program director, fall, 2007.

**EDUCATION:**

---

University of Scranton, Scranton, PA

1993

*Master of Arts in English Literature*

Nazareth College of Rochester, Rochester, NY,

1990

*Bachelor of Arts in English Literature*

**PROFESSIONAL REFERENCES**

---

**Gretchen Mullin-Sawicki.** Campus President. Community College of Allegheny County, North Campus. 8701 Perry Highway. Pittsburgh, PA 15237-5353 • 412.369.3610 • [gmullinsawicki@ccac.edu](mailto:gmullinsawicki@ccac.edu)

**Michael P. O'Connor.** Chair, English, Reading, and Communications. Onondaga Community College 4585 West Seneca Turnpike. Syracuse, NY 13215 • 315.498.2680 • [occonnorm@sunyocc.edu](mailto:occonnorm@sunyocc.edu)

**Daniel Shea.** Editor in Chief of Marketing at Fairmont State University. Former colleague at Wheeling Jesuit University • [danvshea@gmail.com](mailto:danvshea@gmail.com)