

Steven R.A. Walter, Ph.D.

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Education

Ph.D., 2017

International Affairs and Political Science, University of Georgia

- Presidential Graduate Research Fellow
- Fast-Track Ph.D.

B.A., 2009

Political Science, Arizona State University

- Summa Cum Laude
- National Merit Scholar

Work Experience

International Admissions Coordinator, Notre Dame Academy

August 2017 - Present

- In charge of creating and maintaining a system for admitting and enrolling international students on F-1 visas and short-term visits

Upper School Teacher, Notre Dame Academy

August 2017 - Present

- Teach AP Human Geography, World Geography, Concepts World Geography, AP US Government and Politics, Government and Civics, and Economics

Center Manager, OHC Boston

September 2016-July 2017

- Was responsible for recruiting, accounting, managing teaching staff, organizing and planning activities, communicating with students and agents, processing visa paperwork for F-1 students, and organizing and assessing home-stay families

Office Manager, Teaching House Boston

September 2016- July 2017

- Was responsible for coordinating calendars, providing customer service in-person, online, and over the phone, recruiting, promotional activity, event planning, accounting, and booking accommodation and travel for staff members

Graduate Resident, University of Georgia at Oxford

June 2016-August 2016

- Program support for 90+ UGA students studying at the University of Oxford

Instructor, University of Georgia Summer Academy

June 2016

- Taught National Security to high school students in one week intensive course

Graduate Teaching Assistant, University of Georgia

August 2013-June 2016

- Outstanding Teaching Assistant Award, Spring 2016
- Instructor of record for eight courses; teaching assistant for two courses
- Courses: Introduction to International Relations; Introduction to Global Issues; War and Human Security; Terrorism; Human Rights; Comparative Global Development; Introduction to American Government (TA)

Graduate Research Assistant, University of Georgia August 2011-June 2016

- Research support for various professors within Department of International Affairs

Dorm Coordinator, Alabama School of Math and Science July 2009-August 2011

- Managed men's residence hall, supervising both professional and student staff
- Created schedule, hired staff, served on disciplinary committees, and planned events

Office Manager, University Towers at Arizona State University June 2007-May 2009

- Maintained databases, scheduled appointments, and provided customer service

English Tutor, Caritas Bucharest Association May-August 2008

- Taught English and served as mentor for orphaned Roma children in Romania

Professional Development and Other Positions

MYP Summer Institute

- Participated in workshop to learn MYP teaching principles
- Completed July 2018

AP Summer Institute: Marist School

- Participated in summer workshop to teach AP US Government and Politics
- Completed June 2018

Assistant Coach, Varsity Boys Basketball at Notre Dame Academy

- October 2017 to present

AP Summer Institute: Mass Insight Education

- Participated in summer workshop to teach AP Human Geography
- Completed July 2017

President, Graduate Students in Political Science and International Affairs

- Helped in recruiting and retaining graduate students by organizing events
- Served from August 2012 until July 2015

Director of Member Engagement, AIESEC Arizona State

- In charge of recruitment and retention of members, assisted in planning events
- Served from January 2007 until May 2009

Executive Board Member, Global Devils at Arizona State University

- Organized and planned events to help acclimate international students to the US
- Served from August of 2007 until May 2009

Skills

- High proficiency with Microsoft Office Suite: Excel, Word, PowerPoint
- Proficient in Student Management Software: eBECAS, PowerSchool, ManageBac
- Primary Designated School Official for SEVIS (pending)
- Beginner-level in Spanish and Italian languages
- 80 words per minute typist
- Basic knowledge of statistical programs R and Stata