

# SARAH GRIFFITH

479 788-7365 [sarah.griffith@uafs.edu](mailto:sarah.griffith@uafs.edu)

---

## EDUCATION

**DOCTOR OF PHILOSOPHY IN EDUCATION** **EXPECTED 2012**

Specialization in Leadership in Higher Education

Capella University, Minneapolis, MN

**MASTER OF ARTS IN ENGLISH** **2005**

Mississippi State University, Starkville, MS

**BACHELOR OF ARTS IN ENGLISH** **2002**

Northwestern State University, Natchitoches, LA

## TEACHING EXPERIENCE

**ASSISTANT PROFESSOR** **2011-PRESENT**

**VISITING INSTRUCTOR** **2010 -2011**

**ADJUNCT FACULTY** **2007 - 2010**

UNIVERSITY OF ARKANSAS FORT SMITH, FORT SMITH, AR

Courses Taught: *Composition I, Composition II, Writing in the Workplace, Technical Writing, Scientific Writing*

- Teach 16 week courses to university students using Blackboard and in-person facilitation
- Utilize a variety of teaching formats to ensure multiple learning styles and being addressed, including online instruction, classroom based, group work and lecture style
- Regularly meet with students beyond class hours to provide additional guidance on course content
- Provide comprehensive and constructive feedback to students regarding their assignments

**ENGLISH INSTRUCTOR/GRADUATE ASSISTANT** **2003 - 20005**

MISSISSIPPI STATE UNIVERSITY, STARKVILLE, MS

Courses Taught: *Composition I, Composition II, Remedial English*

- Taught 16 week courses to university students using traditional in-person facilitation
- Utilized a variety of teaching formats to ensure multiple learning styles and being addressed, including classroom based, group work and lecture style
- Regularly met with students beyond class hours to provide additional guidance on course content

## **HIGHER EDUCATION EXPERIENCE**

**GREEK LIFE AND INTRAMURAL SPORTS COORDINATOR      2007 - 2009**

UNIVERSITY OF ARKANSAS FORT SMITH, FORT SMITH, AR

Courses Taught: *Composition I, Composition II, Writing in the Workplace, Technical Writing*

- Served as advisor to three student organizations, Panhellenic and Interfraternity Councils and Order of Omega Honor Society
- Planned, organized, marketed and implemented Fraternity and Sorority Recruitment
- Prepared and managed annual budget for Greek letter inter/national offices, alumni, students and the university
- Developed assessment practices for Greek Life and Intramural Sports programs
- Hired and managed sports officials for Intramural Sports program

**GREEK LIFE AND INTRAMURAL SPORTS COORDINATOR      2007 - 2009**

UNIVERSITY OF ARKANSAS FORT SMITH, FORT SMITH, AR

- Served as advisor to three student organizations, Panhellenic and Interfraternity Councils and Order of Omega Honor Society
- Planned, organized, marketed and implemented Fraternity and Sorority Recruitment
- Prepared and managed annual budget for Greek letter inter/national offices, alumni, students and the university
- Developed assessment practices for Greek Life and Intramural Sports programs
- Hired and managed sports officials for Intramural Sports program

**ADMISSIONS COUNSELOR**

**2002 - 2003**

NORTHWESTERN STATE UNIVERSITY, NATCHITOCHEs, LA

- Promoted students to pursue a college education
- Organized presentations for high schools
- Supervised and planned recruiting events and scholarship socials
- Traveled the Southeast Louisiana territory

**PROFESSIONAL EXPERIENCE**

**ACCOUNT EXECUTIVE**

**2006 - 2007**

IKON OFFICE SOLUTIONS, LITTLE ROCK/FORT SMITH, AR

- Organized and presented sales presentations and demonstrations
- Researched and compiled sales proposals
- Created executive summaries for corporate proposals
- Taught customers about the various uses of their new products

**INSTITUTIONAL SERVICE**

**UNIVERSITY OF ARKANSAS FORT SMITH**

University Staff Council

2008-2009

Email Campus Committee

2007-2008

**MISSISSIPPI STATE UNIVERSITY**

Fiction Co-Editor, Jabberwock Review Literary Journal

2003-2005

**PRESENTATIONS**

Griffith, S. Fetishism in Ann Tyler's *Ladder of Years*. The 3rd Annual Graduate Student Association (GSA) Research Symposium, April 2005, Mississippi State University, Starkville, Mississippi, US.

## **CERTIFICATIONS/SPECIALIZED TRAINING**

Camtasia	2010
Assessment in Higher Education	2010
Curriculum Development	2009
Blackboard Certification	2009
Banner Trained	2007

## **PROFESSIONAL DEVELOPMENT**

National Association of Student Personnel Administrators (NASPA)	2008-2009
• Member	
Association of Fraternity Advisors (AFA)	2007-2009
• Member	
National Intramural Recreational Sports Association	2007-2009
• Member	

## **COMMUNITY INVOLVEMENT**

Junior League Fort Smith (JLFS)	2007 – Present
• Holiday Market Decorations Co-Chair	
•Calendar Committee, Member at Large/Copy Editor	
•Holiday Market Special Events Coordinator	
•Kids in the Kitchen Member at Large	
Young Emerging Leaders (YEL)	2007 - Present
• Networking Committee	
Literacy Action Council of Arkansas (LACA)	2006 - 2007
• Volunteer Tutor	