**­JAYSON HEIM**

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Technical communicator with experience as a podcast producer and administrative and communications coordination. Educator with five years of experience as a teacher in secondary and higher education.

# Current Position

**Administrative and Communications Coordinator,** Margaret Chase Smith Policy Center (2022-Present)

**Podcast Producer and Writer,** *Maine Policy Matters* (2022-Present)

# Education

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| **MA** University of Maine, Writing Studies 2023 |
| **BA** New Jersey City University, English Literature 2020  Minored in Women’s and Gender Studies |
| Honors and Awards | |

Excellence in the English Literature Capstone Seminar 2020

* Awarded from New Jersey City University to a student who exceeded research and writing expectations in the undergraduate thesis.

# Teaching Experience

**University of Maine**, Orono, ME Aug 2021 to May 2023

## Four Sections of English 101: College Composition Averaging 22 Students

This course aims to develop reading and writing practices essential to students’ university careers. Students also work to develop a reflective understanding of those practices that will enable redirection and repurposing throughout their academic and professional lives. I developed in-class assignments, homework assignments, class plans, and student feedback, revised the syllabus to meet accreditation standards, and coordinated teaching methods and course outcomes with the English department.

**Kennedy School**, North Bergen, NJ April 2019 to June 2021

## Varying Classrooms in 1st-8th Grade Range

In this role I was responsible for maintaining a positive and structured learning environment while

following the lesson plans and guidelines provided by the absent teacher. I modified lessons,

provided additional explanations, and offered individualized support based on the students' needs;

including IEP and 504 plans. This role included administrative tasks such as taking attendance,

managing classroom materials, and maintaining student records.

# Student Advising

Intern Advisor, University of Maine

Nicole LeBlanc (Summer 2023 – Fall 2023)

# Publications

# Heim, J and Swacha, K. (accepted). Public podcast production: Challenges, methodologies, and practices. Association for Computing Machinery. (conference proceedings for SIGDOC ’23)

# Presentations

*Upcoming*-“Creating Multimedia Content for Public Audiences.” Panel presenter with Kathryn Swacha, Dan Liddle, and Carrie Grant. Special Interest Group on Design of Communication (SIGDOC) Conference. Orlando, Florida, October 26-28, 2023.

Research Associate:“Re-envisioning Witte and Peirce's Semiotics through a Contemporary Field Theory of Composition” at Conference of College Composition and Communication, 2023

Invited Guest Presenter:“Podcasting and Technical Communication”, English 315, 2022

# Memberships

National Council of Teachers of English

# Professional Training

## Conference of College Composition and Communication

Chicago, 2023

* “Approaches to Genre and Professional Writing”
* “Career Options for Master's Program Graduates: Expanding Beyond Preparation for Ph.D. Work”
* “Building a Community of Practice and Hope Around Critical Language Awareness”
* “Doing Virtue: 'And now abideth faith, hope, charity, 1 Corinthians 13”
* “Writing for New Publics in New Spaces: Bringing Students Into College Classrooms and Helping Them Out”
* “Writing through the Lifespan Special Interest Group”

## Special Interest Group of Design of Communication

Orlando, 2023

# Languages

**English**: Native Language ­­­­­