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## KIM NOVAK MORSE

3700 LINDELL BLVD. SAINT LOUIS, MO. 63108 MORSEKA@SLU.EDU

### PROFESSIONAL EXPERIENCE:

#### **ASSOC. DIRECTOR WRITING SERVICES, 2008-Present**

#### **ASST. DIRECTOR WRITING SERVICES, 2007-2008**

#### **WRITING SERVICES COORDINATOR, 2005-2007**

*Saint Louis University, School of Law*

Meet and advise law students on various writing projects; Develop and conduct workshops and programming related to legal analysis, argumentation, organization for legal writing; Develop opportunities for students to publish legal scholarship; Collaborate with faculty on legal writing initiatives for students; Design and develop writing resources website; Faculty adviser & founder of Student Legal Writers' Association – a student writers' forum.

#### **VISA/SEVIS DSO OFFICER**

#### **INTERNATIONAL STUDENT COORDINATOR**

*University of Missouri-St. Louis, 2004-2005*

Main responsibilities included staying abreast of current visa regulations; Keeping students informed and in compliance with governmental visa regulations; Preparing visa documentation; Serving as main SEVIS Officer; Managing mandatory student health insurance program; Managing government compliant student records; providing student orientation; advising students.

#### **DIRECTOR**

#### **VISA/DSO OFFICER**

#### **INTERNATIONAL STUDENT ADVISER**

*Kaplan Educational Center, Eugene, Oregon, 1997-2001*

Hired, managed, and trained staff and adjunct instructors; Oversaw and directed operations and annual budget of \$500,000; Created and delivered marketing events for student recruitment; Forged new partnerships within communities; Served as international adviser; Taught various verbal and analytical skills pertaining to standardized tests.

#### **ENGLISH PROGRAM COORDINATOR**

*Kent State University & Hiroshima Bunkyo Women's College, 1995-1997*

Assessed, recruited and admitted students; Advised and registered students; Managed application, enrollment and visa records; Designed and implemented marketing strategies and materials; Executed new student orientation; Liaison between university resources and students; Updated and informed university officials about student issues; Assisted with new university policies; Traveled to Japan for recruitment.

#### **ACADEMIC ADVISER**

*Kent State University, Ohio, 1994-1995*

Advised and registered students; Managed applications; Executed new student orientation, Liaison between university resources and students; Updated and informed university officials about student issues; Assisted with new university policies.

### TEACHING EXPERIENCE:

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#### **INSTRUCTOR:**

Intro to Legal Research and Writing (Pre-Law), Saint Louis University, St. Louis, Mo, 2011-Present

Intro to Legal Analysis (Pre-Law), Saint Louis University, St. Louis, Mo, 2010-Present

Argumentative & Expository Writing, Research, Grammar, University of Missouri, St. Louis MO, 2004-2006

Argumentative & Expository Writing, Research, Grammar, Saint Louis University, St. Louis & Madrid, 2001-2004

Argumentative & Expository Writing, Research, Grammar, Washington University, St. Louis, MO, 2004

Argumentative & Expository Writing, Research, Grammar, Webster University, St. Louis & Vienna, 2001-2006

Argumentative & Expository Writing, Research, Grammar, University of Oregon, Eugene, OR, 1997-1998

Argumentative & Expository Writing, Research, Grammar, Kent State University, Kent, OH, 1995-1997

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## EDUCATION

### **PH.D., HIGHER EDUCATION ADMINISTRATION**

Saint Louis University (*ABD October 2011*)

### **M.A., ENGLISH, *APPLIED LINGUISTICS*, *summa cum laude***

1996, Kent State University

### **VISITING GRADUATE STUDENT, *LINGUISTICS***

1995, University of Oregon

### **B.A., PHILOSOPHY, *cum laude***

1994, Kent State University

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## FACULTY ACTIVITIES

- February 2012, Presentation: "Understanding Laptop Misuse in the Classroom: Creating Effective 'Workaround' Solutions", Center for Excellence Law Teaching at Albany Law School
  - July 2011, Presentation: "Laptops, Law Students, and Course Performance: An Empirical Sketch of the Contemporary Law Classroom" at Summer Faculty Workshop Saint Louis University School of Law
  - May 2011, Presentation: "Redirecting Laptop Users' Attention: Lessons from the Field" at the Institute of Law Teaching and Learning Annual Conference at New York Law School.
  - June 2010, Presentation: "Servicing the Language Needs of Non-Native English Speakers in Law School" at the 2010 Legal Writing Institute National Conference during the Writing Specialists Session.
  - Article, "Haggling, Wrangling, and Volleying with the Text" (The Second Draft Fall 2010 Issue, published by the Legal Writing Institute).
  - Developed and unveiled a new website geared toward international J.D. and LLM students and professionals: [Legal ESL Resources](#)
  - Founder and Faculty Adviser: *Student Legal Writers' Association* Faculty adviser to law student writers' forum since 2006 to promote legal writing excellence, research, and scholarship.
  - Founder and Organizer: *Annual Regional SLU Law Student Symposium* Founded the student conference in 2008 to provide a platform for legal scholarship and dialogue. Symposium has also been approved for CLE credit.
  - Planning Committee: *Scribes March 2009 Conference*.
  - 2008-2009 Jessup Moot Court Co-Writing Coach, Memorial placed 3<sup>rd</sup> in Region.
  - *Collaborated on new Research and Writing Extra-Curricular Proposals.*
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## PROFESSIONAL MEMBERSHIP

Member: Phi Beta Delta Honor Society for International Scholars, Beta Zeta chapter since 1996

Member: Legal Writing Institute

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## OTHER EXPERIENCE & SKILLS

- Freelance editing on manuscripts, dissertations, and professional academic articles.
- Worked in Hiroshima, Japan; Vienna, Austria; Madrid, Spain.
- Traveled extensively throughout Europe, Japan, Greece, Turkey.

- Languages: Intermediate German (studied for 5 years).
- WEB design and maintenance.
- Teach courses with various computer platforms/technology.