

Howaida Wahby-Eraky, Ph.D.

35 Northwoods Rd. Ocean, NJ 07712 732-915-7644

hosiwe@gmail.com

PROFILE

An educator and administrator with more than 15 years of experience in domestic and international higher education via face-to-face, hybrid and online modalities○ An academic programs manager ○ A certified online course developer and subject matter expert○ A certified peer review editor○ Bilingual of English and Arabic○ A person who is devoted to education and serving generations all over the world.

CAREER PROGRESSION

Rutgers, The State University of New Jersey (2022 – Present)

SAS, English Writing Program

Rutgers English Language Institute (RELI)

- Director of Intensive English Program
- Assistant Teaching Professor

Ocean County College (2018 – 2022), Toms River, New Jersey

- Assistant Dean of e-Learning and Learning Enterprises of International Programs (2020 – Present)
- Lecturer II of English Writing and Literature, ESOL Coordinator and Liaison of the International Programs (September 2018 – 2020)
- Adjunct English Assistant Professor of e-Learning (February 2018 – August 2018)
- Subject Matter Expert (SME) for English Courses (2018 – Present)

Responsibilities

- Coordinate, manage and oversee all online academic offerings including courses developments, student service and support, professional development and continuing education
- Write and conclude agreements and operational plans with domestic and international affiliate universities
- Map courses with affiliate universities' programs to secure students' transferability to four-year universities.
- Design, plan and carry out the global marketing webinars to recruit international students and reach out to potential partnerships and stakeholders
- Hire online and onsite international faculty

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- Keep and improve students' retention
- Track students' academic integrity and civility
- Train instructors of the International Programs (training include Learning Management System, cultural awareness and diversity)
- Work with all departments to execute and achieve OCC strategic plan as part of the duties of the steering committee members.
- Conduct the data analytics for enrollment, scheduling and registration
Serve as a member of the Programs Assessment and Evaluation committee.
- Serve as a member of the Budget and Planning committee
- Serve as a member of the Study Abroad Committee
- Advise on graduation writing projects
- Subject Matter Expert for English courses

Achievements

- Founded and branded Ocean County College Global
- Established annual OCC Global Marketing Webinar Series
- Developed and designed developmental online curricula for English Language learners (English for Academic Purposes, Writing and Speaking, English for Specific Purposes and Research Methods). All courses are based on Open Educational Resources (OER) and compliant to the Universal Design of Learning (UDL)
- Participated in the Leaders Training course and the Handbook Guide for the Study Abroad programs
- Participated in the writing of the OCC Academic Integrity policy and procedures

Academic Roles/Teaching

- Developmental English Curricula to International students
- Expository and Argumentative Writing – College course English-151
- World Literature – College Course English-256
- Arabic as a Foreign Language (AFL) – College Courses Arabic-100, 101 & 102

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College of Languages and Communication - The Arab Academy for Science, Technology and Maritime Transport, Alexandria, Egypt (2006 – 2017)

Administrative Roles:

- Director of the English Department (2015 - 2017)
- Program Manager of the Intensive English Program (IEP) (2012 – 2015)
- IEP Supervisor (2010 – 2012)
- IEP coordinator (2009 – 2010)
- ESP assistant coordinator (2007 – 2008)

Academic Roles/Teaching:

- Instructor of: Discourse Analysis, Literature, Rhetoric and Composition, Creative Writing, Technical Writing, and ESP (2012 – 2016)
- ESP teacher at the Colleges of Engineering, Business, Maritime Transport, Logistics, Computer Science, Hotel and Tourism (2006 – 2010)
- The Center of Language Teacher Training (LTT)- Instructor of: Second Language Acquisition (SLA), Teaching Methodologies, Assessment, Teaching English Writing and Speaking (2014 – 2017)

Responsibilities and Achievements

- Directed the English Department to achieve its annual goals according the University's strategic plan
- Developed new curriculum in the Intensive English Program (IEP)
- Developed annual evaluation of programs and staff
- Coordinated scheduling, budgeting and planning
- Created professional development courses, standardized exams preparation, and professional trainings
- Participated in the Language Teacher Training (LTT) Program, responsible for four modules: Second Language Acquisition (SLA), Assessment, Methods of teaching the four skills of English and Practicum Capstone
- Supervised, coordinated, designed and taught different writing courses at different colleges
- Served as a member of the University's Translation Team
- Participated in the accomplishment of the International Maritime Dictionary from English to Arabic

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- Served a role in the preparation of the 22nd International Maritime Employers' Committee Prepared students for oral presentations and communicative skills
- Was responsible for coordinating colleagues' paperwork to correspond with the ISO qualifications and requirements of the University
- Served as a member of the Search Committee, interviewing and taking part in hiring decisions

The American University in Cairo, Cairo, Egypt (2010 – 2016)

- Research Assistant (2010 – 2012)
- Adjunct Practicum Mentor (2013 – 2016)

Responsibilities and Achievements

- Assisted faculty members in the Applied Linguistics research lab
Mentored MA-TESOL students in the Practicum Capstone
- Designed an EFL curriculum for workers at the Residential Department, including supplementary materials and tests
- Participated in designing ESP curricula for workers at the Library department
- Participated in designing a Business English program for workers at the Presidential Office
- Volunteered in the English Literacy Program with Certificate of Appreciation from the Office of Training and Development

RESEARCH INTERESTS

- Multimodal Critical Discourse Analysis
- Teaching Methodologies and Teacher Training
- Students Assessment

EDUCATION

- PhD in Applied Linguistics| Faculty of Arts, Alexandria University, Egypt (2017)
- MA in Teaching English to Speakers of Other Languages (TESOL), The American University in Cairo (AUC), Egypt (2012)
- BA in English Literature and Rhetoric with minor in Translation, Faculty of Arts, Alexandria University, Egypt (2004)

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CERTIFICATES

- Universal Design for Learners (UDL), Rutgers University
- Canvas LMS Master Course Developer, Ocean County College
- Canvas LMS Instructors Training, Ocean County College
- Kean Online Faculty Training (KOFT) Blackboard LMS, Kean University
- Peer Review Editor| Publons Academy
- Language Teaching Training Certificate (LTTC), The Arab Academy for Science, Technology and Maritime Transport, Institute for Language Studies (2009)
- Linguistic Skills in Arabic Language Certificate, Department of Translation Studies, Alexandria University (2015)