

# MAYA SANYAL, Ph.D.

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## **PROFILE**

Dynamic and effective career and academic counseling specialist impacting learners across the lifespan. Highly proficient in teaching, training, and student success program development. Proficient in employer/recruiter-relations manager. Highly skilled in interpersonal, written, and spoken communication, leadership, active listening, critical thinking, research, and problem solving, customer service and PR, foreign language, and multicultural experience. Focus on Engineering, IT, Computer Science, MIS, and the Liberal Arts. Areas of expertise include:

- Training/workshops in career and academic exploration, research, networking, interviewing, and job transition;
- Academic support services program development, implementation, and assessment: Writing and Subject Tutoring
- Teaching and curriculum development and assessment;
- Assist writers to develop strong and effective personal statements, statements of purpose, Master's/Ph.D. theses/dissertations, and professional faculty and administration-related publications.

## **EXPERIENCE**

### ***Career Development Specialist, Career Development Center***

Fairleigh Dickinson University, Teaneck NJ, August 2018–Present

- Conduct 20+ hours of one-on-one/small group intensive sessions/feedback per week with undergraduate/graduate students on career exploration, internship and job search strategies, application, interviewing, and successful workplace transition
- Develop, implement, and assess semester-long workshops on career exploration and planning, active networking, job search, resume/cover letter writing, interview skills, and marketing of portfolio and professional brand using LinkedIn/Social Media
- Manage CPT and internship placement, including students' internship search, application and interview prep, and reflecting on learning on the job for continued professional development
- Liaison with recruiters from Engineering and IT companies to plan and implement site visits and on-campus information sessions and connect students and recruiters regarding internships and jobs, interview prep, and transition to the world of work
- Collaborate with departments on campus, including International Students Services office, Counseling Services, Office of Disabilities, and Residence Life/Student Affairs on programs and services to develop career planning awareness
- Interpret results of MBTI, SDS, MyNextMove, and ONET to assist students/alumni in career exploration

### ***Adjunct Instructor***

Fairleigh Dickinson University, Teaneck, NJ, January 2019–Present

- Teach, and do committee work to revise credit-bearing 4-semester-long courses on Preparing for Professional Life

Drew University, Madison NJ, 2003–2018

- Develop and teach introductory/upper-level Academic Writing and Theory courses to graduate and undergraduate students

### ***Associate Director, Center for Internships & Career Development***

Drew University, Madison NJ, May 2015–August 2018

- Develop and implement year-long workshop series for on-campus employment, internship, and transition to the work world
- Provide undergraduate/graduate students/alumni with one-on-one or small group counseling to help determine career and academic choices and job search strategies to achieve immediate and long-term career goals
- Guide students/alumni in the development and writing of effective resumes, cover letters, essays for graduate/professional school applications, communication with faculty, and networking activities
- Use counseling tools to assist students and alumni practice interview and presentation skills, and feedback
- Liaison with departments/programs on campus, including the Drew Center for Writing Excellence, Office of Disabilities, and Residence Life/Student Affairs to advertise programs and services to help develop career planning awareness on campus

### ***Director, Center for Academic Excellence/Asst. Director, CLA Office of Academic Services***

Drew University, Madison NJ, Sept. 2014–May 2015

- Provide intrusive academic success and career counseling to at-risk, and general undergraduate and graduate students
- Manage a caseload of 25+ highly at-risk undergraduate students per semester to ensure resource access and success
- Oversee centralized support resources including University Writing Center, Subject Tutoring, and Academic Coaching
  - Hire, train, and supervise 75+ tutors each semester in collaboration with Student Success Specialist
  - Assist Student Success Specialist in implementation of CRLA program certification
  - Supervise a full-time staff Student Success Specialist and 10+ graduate/undergraduate student assistants
  - Manage payroll; oversee program budget & program assessment

### ***Assistant Director, CLA Office of Academic Services & Writing Center***

Drew University, Madison NJ, Sept. 2010–August 2014

- Oversee two student academic support services–CLA Subject Tutoring and Drew Writing Center
- Counsel 15-20 highly at-risk undergraduate students to ensure academic/career success; assist in student retention
- Liaison extensively with CLA, Caspersen School, and Theological School faculty and staff in various academic and student-life departments/programs to ensure successful delivery of academic support services including marketing and assessment

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## **Coordinator, Summer College Program**

Drew University, Madison NJ, 2009–2014

- Assist Program Director in planning, implementation, reporting, and teaching in intensive summer academic program
- Multi-year grants from The Teagle Foundation, Victoria Foundation, Bank of America, and Provident Bank to house groups of 25+ high school students from Newark, NJ and Harlem, NYC for week-long, residential rigorous college experiences

## **Administrative Assistant, Assoc. Dean, CLA/Curriculum & Faculty Development**

Drew University, Madison NJ, 2005–2007; 2009–2010

- Liaison extensively with faculty, student, and staff, and manage office in collaboration with other administrative staff
- Assist with implementation of the General Education program, College Catalog publication, IRB research/CDC update
- Assist with departmental and Middle States reviews, including correspondence with visiting assessors, scheduling campus visits, managing itinerary and hotel booking, coordinating with Food Services, stipend and expenses tracking

## **PROFESSIONAL SERVICE**

- Campus Liaison, CORE (2-year, credit-bearing student professional development course), FDU, fall 2018–Present
- Parliamentarian, Executive Committee, NJC3/FDU, summer 2019–Present

## **CONFERENCES/PUBLICATIONS**

- 2018: Attendee, NJC3, Oct. 19, “Communication, Collaboration, and Creative Thinking.” Berkeley College, Paramus, NJ.
- 2018: Attendee, conference on “Supporting College Students with Autism.” COMPASS, FDU, Sept. 21. Madison, NJ.
- 2016: “Liberal Arts Education and Career Readiness: An Integrative Model for Student Success in the 21st Century.” White paper (internal) for the CICC/Senior VP for Enrollment & Institutional Planning, Drew University.
- 2016: Attendee, NJC3 Conference, Fairleigh Dickinson University, NJ, April 22. Madison, NJ
- 2014: Holly-Wells, J., Jamieson, S., & Sanyal, M. “From Silos to Synergies: Institutional Contexts for Writing Fellows.” *Praxis: A Writing Center Journal*, Vol 12, No. 1.
- 2014: CRLA (College Reading & Learning Association) Annual Conference. Attendee. Nov. 5-9. St. Paul, MN
- 2013: Paper: “Academic Literacy & First Year Writing Students.” CCCC. Mar. 13-16. Las Vegas, NV
- 2012: Paper: “Academic Writing for International Students: Non-Native Speakers of English in a First-Year Composition Class.” Panel: Consulting with Students about Source-Work: The Citation Project in the Writing Center and the First-Year Writing Class. CCCC. Mar 21-24. St. Louis, MO
- 2011: Paper: “When the Clients are Non-Traditional, International, and/or Graduate Students and the Tutors are Undergraduates.” NCPTW. Nov 4-6. Miami, FL
- 2011: Presentation: “Understanding Changes in Attitudes toward Writing in International Students.” Research Network Forum (RNF), CCCC. April 5-9. Atlanta, GA
- 2011: Attendee. NACADA, “Advising Opens Doors to Opportunities.” June 15. Brookdale CC, NJ
- 2010: Panel presentation: “Leaving Port: Embarking on a Writing Fellows Program.” International Writing Centers Association (IWCA)/National Conference on Peer Tutoring in Writing (NCPTW). Nov 4-6. Baltimore, MD
- 2009: Paper: “Re-reading Colonial Women: Complexities in the Representation of Anglo-Indian Women in Maud Diver’s Romances.” Panel: Lived Experience Under Colonialism. CWSA/ACWEF. Ottawa, Canada
- 2006: Paper: “Formation of Anglo Indian Female Subjectivity in Maud Diver’s Early Novels.” Panel: Still beyond the Pale? White Female Subjectivity and Colonial Discourse. NWSA. Oakland, CA
- 2004-2005: AAUW, Sussex, NJ. “Comparative features of the educational experience in the U.S. and India.”
- 2003: Local Chair for Subcommittee on Pre-hospitality and Information, CCCC. NYC, NY
- 2002: “Taking the Bus.” Cerebration; <http://www.cerebration.org/madhuparna.html>.
- 2001: Paper at seminar/roundtable on “Modernism and Gender.” MSA. Houston, TX

## **EDUCATION**

- M.A., Counseling (Higher Education Administration/Student Affairs), Montclair State University, 2015
- Ph.D. (with distinction), English Literature (Concentration in Women’s Studies), Drew University, 2008
- M.A. (first class)/B.A., English Literature, Jadavpur University, Kolkata, India, 1999/1997

## **LANGUAGES**

- Bengali & Hindi (fluent)

## **VOLUNTEER WORK**

- Facilitator, *Good Grief*, Morristown NJ, 07940 (<https://good-grief.org/>), January 2016–May 2018