

JUSTIN J LARSEN

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EDUCATION

Doctor of Philosophy

English Literature,
University of New
Mexico, July 2018.
Dissertation: "Material
Culture in the Religious
Narratives of the Old
English *Exeter Book*."

Master of Arts in

English, University of
Northern Colorado,
2008.

Bachelor of Arts in

English and German,
with University Honors
Certificate, University
of Idaho, 1999.

AWARDS

Fellowship

Russell J. and Dorothy
S. Bilinski Foundation,
2017-2018.

Research Grant

UNM Graduate and
Professional Student
Association, 2018.

Research Grant

Department of English
Language and
Literature, 2018, 2014.

Research Grant

UNM Office of
Graduate Studies, 2014.

LANGUAGES

Native: English.

Fluent: German.

Advanced: Old English,
Middle English.

Intermediate: French,
Latin.

Reading: Old Norse.

PROFILE

I am a dedicated and detail-oriented education and writing professional with talents for administration and organization and a background in web development and learning technologies.

EXPERIENCE

Graduate Assistant

Department of English Language and Literature 2015-2017
Feminist Research Institute, 2013-2015

- Researched and implemented secure web-based departmental communication and data management solutions.
- Created hundreds of pages of documentation to support these solutions within the department communities.
- Created stylesheets for future documentation by others.
- Redesigned and rewrote department and institute websites.
- Wrote Graduate Student Survey and helped prepare report of results to faculty.
- Organized and promoted multiple series of scholarly presentations and events.
- Served on multiple committees responsible for purchasing, academic awards, and determining curriculum.

Teaching Assistant

Department of English Language and Literature 2010-2017

- Proposed, planned, and wrote courses for university audiences at both lower and upper levels.
- Designed and delivered lessons on writing and literature.
- Provided written and in-person student support.
- Evaluated student writing and progress.
- Worked with Core Writing faculty and instructors to shape and improve writing curriculum.

SKILLS

Microsoft Office

Google Docs

Adobe Framemaker,
Acrobat, Photoshop

Document Design

Proofreading and Editing

HTML, CSS, and JavaScript

Time Management

Project Leadership

Public Speaking

Digital Collaboration

Grant Writing

THE BOTTOM LINE

With nearly 15 years of experience teaching writing in academia, I know how to write for diverse audiences, learn and write about new subjects, follow style requirements, produce writing on a deadline, and most importantly of all, work hard, both individually and as part of a team.

IN GREATER DETAIL

WEBSITES

- **University of New Mexico Medieval Graduate Students in English** - <https://megse.unm.edu>
Redesigned and reorganized in 2012 using UNM's Cascade CMS standard. Site maintained by me until 2014, when the organization was absorbed into the Medieval Studies Student Association.
- **University of New Mexico Medieval Studies Student Association** - <https://mssa.unm.edu>
Redesigned and reorganized in 2012 using UNM's Cascade CMS standard. Site maintained by me until 2015, when I stepped down as president of the organization.
- **University of New Mexico Institute for Medieval Studies** - <https://ims.unm.edu>
Redesigned and reorganized in 2012 using UNM's Cascade CMS standard. Site maintained by IMS Graduate Assistant with my support until July 2018. Old Cascade CMS standard retained at the request of the Director.
- **University of New Mexico Feminist Research Institute** - <https://femresin.unm.edu>
Initially redesigned and reorganized in 2012 using UNM's Cascade CMS standard; redesigned again in 2015 to reflect the University's new branding initiative. The current version of the site retains many of my organizational and written elements.
- **Blue Mesa Review** - <https://bmr.unm.edu>
Assisted Editorial Board of *Blue Mesa Review* literary magazine in their transfer of their web content from a privately-held server to UNM's infrastructure, including the entire back catalog of the magazine. Advised Board in the use of WordPress plugins and other tools to streamline and optimize web content.
- **University of New Mexico Department of English** - <https://english.unm.edu>
Redesigned and reorganized departmental website in 2015 using UNM's new Cascade CMS standard. Additional web-based tools added at the request of department chair, including a secure online form submission database, a WordPress blog for departmental news, and an internal documentation wiki tied to UNM's CAS authentication server. Site maintained by me until 2017, when I stepped down as Graduate Assistant for the English Department. The current version of the public site retains my organization and a great deal of my written and design work, while the internal form submission database and documentation wiki retains hundreds of pages of my technical instructions, how-to guides, informational entries, and instructional examples.

LEADERSHIP ROLES

- **English Graduate Student Association Annual Survey Committee, 2017**
Designed, wrote, and implemented feedback survey for all English graduate students, spearheaded efforts to ensure adequate response rates, and collaboratively developed the report presented to the faculty of the Graduate Committee by the EGSA President.
- **Sigma Tau Delta Graduate Advisor, 2014-2015**
Assisted undergraduate members of the Sigma Tau Delta English honors society with their preparations for hosting the 2015 Sigma Tau Delta International Convention, including the creation of the chapter website and the organization of events.
- **Medieval Studies Student Association President, 2013-2015**
Personally oversaw the expansion of the MSSA's fundraising, programming, and outreach initiatives, including the creation of numerous educational and networking activities. Conceptualized, planned, and carried out campus events such as the Calligraphy Workshop, which paired a lecture on medieval scripts by a world-class paleographer with hands-on instruction by a nationally-recognized calligrapher and member of *Escibiente*, the calligraphic society of Albuquerque. Expanded the role of the MSSA in the programming for the Institute of Medieval Studies' signature annual lecture series. Led multiple scholarly colloquia. Handled budget and resource requests from the Associated Students of UNM. Increased student awareness and enrollment in the organization to over one hundred active members.