

Richard Peirs

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Objective: Interested in the position of an Architecture Teacher in a leading school.

Experience: ABC High School New York
Architecture Teacher 3/3/2007 to Present

- Initiated, facilitated, and moderated classroom discussions.
- Collaborated with colleagues to address teaching and research issues.
- Served on academic and administrative committees that dealt with institutional policies, departmental matters, and academic issues.
- Provided professional consulting services to government and industry.
- Performed administrative duties such as serving as department head.
- Wrote grant proposals to procure external research funding.
- Participated in student recruitment, registration, and placement activities.
- Participated in campus and community events.
- Conducted research in a particular field of knowledge, and published findings in professional journals, books, and electronic media.
- Acted as advisers to student organizations.
- Supervised undergraduate and graduate teaching, internship, and research work.
- Selected and obtained materials and supplies such as textbooks and laboratory equipment.
- Planned, evaluated, and revised curricula, course content, and course materials and methods of instruction.
- Kept abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional conferences.
- Compiled bibliographies of specialized materials for outside reading assignments.
- Compiled, administered, and graded examinations, and assigned this work to others.
- Responded to written and telephone requests for <what>.
- Maintained student attendance records, grades, and other required records.
- Maintained regularly scheduled office hours in order to advise and assist students.
- Prepared and delivered lectures to undergraduate and graduate students on topics such as architectural design methods, aesthetics and design, and structures and materials.

- Prepared course materials such as syllabi, homework assignments, and handouts.
- Evaluated and graded students' work, including work performed in design studios.
- Advised students on academic and vocational curricula, and on career issues.

Education: State University of New York
Bachelors Degree in Architecture

New York
2007

References: Available upon request