

STEPHEN PAUL BRAY

Curriculum Vitae

EDUCATION

Auburn University at Montgomery

- Master of Liberal Arts, English GPA: 3.94 2012-2015
 Thesis: “George Herbert and His Critics: Toward an Annotated Bibliography of George Herbert Criticism since 1984”
- Bachelor of Liberal Arts, English, *magna cum laude* GPA: 3.71 2009-2012

SUMMARY OF ADMINISTRATIVE POSITIONS (HIGHER EDUCATION)

Auburn University at Montgomery

- Associate Director of English as a Second Language (ESL) 2017-Present
- Director of International English Language Testing Systems Center (IELTS) 2017-Present
- Student and Teacher Services Coordinator 2015-2017
- Student Services Coordinator 2014-2015

SUMMARY OF ADMINISTRATIVE POSITIONS (PROFESSIONAL / MILITARY)

Kraft Pizza Company

- Manager, Route Sales 2008-2009

United States Marine Corps, First Marine Division Schools

- Instructor, 0931 Combat Marksmanship Instructor Trainer Section 2007-2008
- Instructor, 0351 Infantry Assaultman Instructor Section 2007-2008

United States Marine Corps, 2nd Battalion, 1st Marines, Golf Company

- Section Leader, Sergeant, 0351 Infantry Assaultman Section 2004-2007
- Squad Leader, Corporal, 0351 Infantry Assaultman Section 2003-2004
- Team Leader, Lance Corporal, 0351 Infantry Assaultman Section 2002-2003

SUMMARY OF FACULTY POSITIONS (ALL)

Auburn University at Montgomery

- Faculty, English as a Second Language Department 2014-Present
- Adjunct Faculty, University Success Department 2018-2020
- Adjunct Faculty, English and Philosophy Department 2013-2014

United States Marine Corps

- 0931 Faculty, First Marine Division Schools 2007-2008
- 0351 Faculty, First Marine Division Schools 2007-2008

ADMINISTRATIVE EXPERIENCE

Auburn University at Montgomery

Associate Director of English as a Second Language (ESL)

2017-Present

Director of International English Language Testing Systems Center (IELTS)

2017-Present

Major Accomplishments:

- Developed curriculum and implemented academic support services that have increased the matriculation of International Pathway students into AUM academic programs each year for the last four years (56% matriculation rate in 2020)
- Consistently increased enrollment every year since appointment before COVID-19 (25% increase in first year)
- Consistently increased retention every year since appointment (current retention rate is 75%)
- Reversed a 4-year trend of financial losses in first year of appointment (increased profits by over 900% in first year)
- Initiated and developed successful recruiting pipelines in Africa and South Korea

Major Responsibilities:

- Direct all components of the ESL Program, including the Intensive English Program (IEP), Communicative English Program (CEP), International English Language Testing Systems Center (IELTS), Teaching English to Speakers of Other Languages (TESOL) Certificate Program, and the Test of English as a Foreign Language (TOEFL), and supervise full-time and part-time faculty and staff
- Direct all efforts related to strategic enrollment and retention management of ESL, including recruitment, admissions, registration, advising, placement testing, student/academic support services, record and data management, marketing, curriculum development, student activities, and payment plans and processing for all assigned areas of responsibility
- Oversee all operating budgets for assigned areas; manage these accounts using Banner Finance; ensure all balances are paid before or on completion of services rendered; purchase items, resources, and supplies as necessary; and end each calendar year with a positive balance in all accounts
- Oversee all administrative processes related to faculty and staff in assigned areas, including hiring, firing, scheduling, training, goal-setting, performance monitoring, development, and retention; communicate all university goals, policies, procedures, and initiatives to all direct reports; sign timesheets and approve leave requests
- Create and oversee academic calendar, course offerings, and health insurance term dates for assigned program areas; develop curriculum for all assigned areas; create and maintain a collection of instructor and student resources; teach when needed
- Maintain all records and materials related to students, faculty, staff, finance, enrollment, and other areas of responsibility; ensure FERPA compliance; and facilitate record disposal in accordance with guidelines
- Create and annually revise a student handbook that clarifies policies, procedures, and processes for areas such as academic advising and support, campus life, student support services, code of conduct, records and transcripts, complaint and grievances procedures, Title IX policies, and wellness information
- Oversee all grievances, complaints, and academic/disciplinary hearings for ESL program
- Prepare and sign letters as required, such as admission letters, attendance verification, good standing, registration verification, transcripts, graduation certificates, and tuition payment reminders

- Serve on university committees; advise leadership on assigned areas; remain engaged with AUM faculty, staff, and students; and assist with university emergency procedures and facility operations

Auburn University at Montgomery

Student and Teacher Services Coordinator

2015-2017

Major Accomplishments:

- Increased student success by using data gathered from faculty and students to guide and implement revamp of ESL program curriculum
- Established tutoring support services for ESL students
- New curriculum and support services led to a 15% increase in student matriculation from ESL to AUM academic programs in first year

Major Responsibilities:

- Manage all student services of ESL; process student applications; assist and advise students; assess student progress and performance; assist with academic hearings and enforcement of ESL procedures when necessary; coordinate new student orientation; and update student orientation materials as needed
- Manage all faculty services of ESL; oversee administrative processes related to faculty in assigned areas, including hiring, firing, scheduling, training, goal-setting, performance monitoring, development, and retention; sign timesheets and approve leave requests
- Assist with all efforts related to strategic enrollment and retention management of ESL, including recruitment, admissions, registration, advising, placement testing, student support services, record and data management, marketing, curriculum development, student activities, and payment plans and processing for all assigned areas of responsibility
- Develop curriculum for all assigned areas; research current pedagogical trends; create and maintain a collection of instructor and student resources; conduct faculty training; teach when necessary
- Maintain all records and materials related to students, faculty, enrollment, and other areas of responsibility; ensure FERPA compliance; and facilitate record disposal in accordance with guidelines
- Prepare, sign, and distribute all letters as required, such as admission letters, attendance verification, good standing, registration verification, transcripts, graduation certificates, and tuition payment reminders
- Assist with the development and oversight of policies, regulations, procedures, budgets, and other administrative areas; assume full responsibility for the ESL Program in the Associate Director's absence; prepare, sign, and distribute letters, reports, and other student and teacher correspondence, as required; and collect, inspect, and turn-in all faculty timesheets for each pay period
- Oversee all aspects of the Online TESOL Certificate Program and assist with IELTS Center operations
- Advise leadership on assigned areas; remain engaged with AUM faculty, staff, and students; interface with on-campus and off-campus personnel to ensure AUM has a positive and visible presence on campus and in the community
- Assist with administrative personnel management, emergency procedures, and facility operations

Auburn University at Montgomery
Student Services Coordinator

2014-2015

Major Accomplishments:

- Enhanced quality of the student experience by creating, proposing, and implementing the “Student Acculturation Education Fee” – a nominal registration fee that provides financial means to cover the cost of on-campus and off-campus student activities
- New fee led to a 10% increase in ESL student retention in first year

Major Responsibilities:

- Manage all student services of ESL; process student applications; assist and advise students; assess student progress and performance; assist with academic hearings and enforce ESL procedures when necessary; coordinate new student orientation; and update student orientation materials as needed
- Assist with all efforts related to strategic enrollment and retention management of ESL, including recruitment, admissions, registration, advising, placement testing, student support services, record and data management, marketing, curriculum development, student activities, and payment plans and processing for all assigned areas of responsibility
- Coordinate all extra-curricular and acculturation events; create and maintain retention and matriculation initiatives
- Maintain all records and materials related to students, faculty, enrollment, and other areas of responsibility; ensure FERPA compliance; and facilitate record disposal in accordance with guidelines
- Prepare, sign, and distribute all letters as required, such as admission letters, attendance verification, good standing, registration verification, transcripts, graduation certificates, and tuition payment reminders
- Assist with the development and oversight of policies, regulations, procedures, budgets, and other administrative areas; assume full responsibility for the ESL Program in the Associate Director’s absence; prepare, sign, and distribute letters, reports, and other student and teacher correspondence, as required; and collect, inspect, and turn-in all faculty timesheets for each pay period
- Oversee all aspects of the Online TESOL Certificate Program and assist with IELTS Center operations
- Advise leadership on assigned areas; remain engaged with AUM faculty, staff, and students; interface with on-campus and off-campus personnel to ensure AUM has a positive and visible presence on campus and in the community
- Assist with administrative personnel management, emergency procedures, and facility operations

Kraft Pizza Company
Sales Manager

2008-2009

Major Responsibilities:

- Manage and direct all Kraft Pizza sales in assigned district
- Serve as the liaison between selling partners and Kraft Pizza Company for the assigned district and order new products as needed/expected; actively and effectively expand Kraft Pizza’s sales and product placement space
- Track and maintain inventory and sales records; and prepare reports and other documents as needed/requested
- Conduct vehicle inspections in accordance with Kraft Pizza Company and Department of Transportation policies and regulations

- Assist the Regional Supervisor as needed and ensure Product Delivery Drivers provide excellent customer service
- Assist with the hiring, firing, training, and evaluation of Product Delivery Drivers for the assigned district

United States Marine Corps

Combat Marksmanship Instructor Trainer (0931)

2007-2008

Major Responsibilities:

- Carry out all orders given by the Commanding Officer
- Serve as subject matter expert of Combat Marksmanship Instruction for 1st Marine Division Schools
- Prepare reports, develop and administer policies, and assume management responsibility for the Marksmanship Instruction section of 1st Marine Division Schools
- Assign, train, and evaluate 0933 Marksmanship Coaches in accordance with Marine Corps training regulations
- Responsible for the discipline, appearance, training, control, conduct, and welfare of all subordinate personnel and enrolled students
- Conduct all formal and informal counseling sessions of all subordinate personnel and enrolled students
- Develop and evaluate annual marksmanship training in accordance with Marine Corps regulations
- Recommend training needs and class schedules to the Commanding Officer
- Organize, coordinate, and conduct live fire training operations in accordance with Marine Corps regulations
- Select and assign range personnel to duties
- Conduct range briefs in accordance with Marine Corps regulations
- Maintain credentials for the 0931 MOS (job)

United States Marine Corps

Infantry Assaultman Instructor (0351)

2007-2008

Major Responsibilities:

- Carry out all orders given by the Commanding Officer
- Serve as subject matter expert of Assault and Demolitions Tactical Instruction for 1st Marine Division Schools
- Prepare reports, develop and administer policies, and assume management responsibility for the Assault and Demolitions Tactical Instruction section of 1st Marine Division Schools
- Responsible for the discipline, appearance, training, control, conduct, and welfare of all subordinate personnel and enrolled students
- Conduct all formal and informal counseling sessions of all subordinate personnel and enrolled students
- Develop and evaluate training standards for the 0351 MOS (job) in accordance with Marine Corps regulations
- Recommend training needs and class schedules to the Commanding Officer
- Organize, coordinate, and conduct live fire training operations in accordance with Marine Corps regulations
- Select and assign range personnel to duties
- Conduct range briefs in accordance with Marine Corps regulations

United States Marine Corps

Section Leader (0351)

2004-2007

Squad Leader (0351)

2003-2004

Team Leader (0351)

2002-2003

Major Responsibilities:

- Carry out all orders given by the Commanding Officer
- Responsible for every Marine with the 0351 MOS in the assigned unit
- Prepare operational and personnel reports for the Commanding Officer
- Responsible for the discipline, appearance, training, control, conduct, and welfare of the entire section at all times
- Conduct all formal counseling sessions and maintain personnel records
- Conduct scheduled and/or spontaneous inspections of personnel and equipment
- Plan, schedule, and conduct all annual training, personal development training, as well as any training requested by commander(s), squad leaders, or other essential personnel, to include, but not limited to: Sexual Harassment training; Financial Responsibility; Marine Corps history; Marine Corps regulations and policies; Advanced warfighting tactics
- Responsible for the condition, care, and economical use of all assigned equipment for the entire section at all times
- Responsible for the tactical employment, fire discipline, fire control, and maneuver of the entire section at all times
- Serve as the subject matter expert on all assault operations for the assigned unit
- Advises the commander(s) on the capabilities and employment of the assault section and assist in all strategical planning for combat operations involving the 0351 section
- Develop and administer policies within the unit
- Assign, train, and evaluate Squad Leaders and Team Leaders
- Ensure all Marines in the section have what they need to be successful on and off the battlefield

UNIVERSITY COURSES TAUGHT (FULL RESPONSIBILITY FOR ALL COURSES)

University Education Planning and Success University Success Department	3 sections	2018-2020
Listening and Speaking Skills, Various Levels English as a Second Language Department	8 sections	2016-Present
Grammar and Writing Skills, Various Levels English as a Second Language Department	9 sections	2014-Present
Reading Comprehension Skills, Various Levels English as a Second Language Department	9 sections	2014-Present
Advanced Communicative English English as a Second Language Department	1 section	2014
Intro to Communicative English English as a Second Language Department	3 sections	2014
English Composition II English and Philosophy Department	2 sections	2014
English Composition I English and Philosophy Department	1 section	2013

Basic English English and Philosophy Department	1 section	2013
Basic English Lab English and Philosophy Department	1 section	2013

CERTIFICATIONS & CRM/LMS PROFICIENCIES

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| ▪ Online Instructor Certification (AUM) | ▪ Adobe Suite |
| ▪ Banner Finance | ▪ Microsoft Office Suite |
| ▪ Banner Student | ▪ Blackboard |
| ▪ Student Manager | |

ACADEMIC SCHOLARSHIPS & AWARDS

Graduate Merit Scholarship	\$1,000	2013-2014
Ida Belle Young Graduate Assistantship	\$20,000	2012-2013
Certificate of Achievement		2012
Guinavera A. Nance Scholarship in English	\$800	2011
Dean's List		2009-2012

MILITARY AWARDS

Navy and Marine Corps Achievement Medal		2007
Marine Corps Good Conduct Medal		2007
Marine Corps Letter of Appreciation		2004, 2006
Combat Action Ribbon	2 tours	2004
Purple Heart Medal		2004

ACADEMIC PUBLICATIONS (PEER-REVIEWED)

"Ethics, Literature, and Theory: A Sampling of Various Views" Critical Approaches to Literature: Moral. Pasadena, CA: Salem Press.	2017
"Ethos, Logos, and Pathos in Maya Angelou's Essays" Critical Approaches to Literature: Moral. Pasadena, CA: Salem Press.	2016
"The Earliest Reactions to Moby Dick: A Comprehensive Overview" Critical Insights: Herman Melville. Pasadena, CA: Salem Press. (Co-Authored with Dr. Robert C. Evans and Sarah Fredericks)	2014
"On the Value of AUM's Composition Program" Auburn University at Montgomery's English Composition Guidebook.	2014
"Reactions to the Chief Characters in Chopin's <i>The Awakening</i> " Critical Insights: Kate Chopin. Pasadena, CA: Salem Press. (Co-Authored with Sarah Fredericks)	2014
"The SIEL Method of Paragraph Writing" Auburn University at Montgomery's English Composition Guidebook.	2013

- “The ‘Christmas Poems’ of Sir Matthew Hale” 2013
Ben Jonson Journal.
 (Co-Authored with Dr. Robert C. Evans and Christina M. Garner)
- “Close Reading and the Crisis of Faith in Elie Wiesel’s *Night*.” 2013
Critical Insights: Crisis of Faith. Pasadena, CA: Salem Press.
 (Co-Authored with Dr. Robert C. Evans)

SELECT GUEST LECTURES

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| ESL Lunchtime Lecture Series | 2015-Present |
| <i>Lecture topics include: “Taking Advantage of Student Success Programs,” “Southern American Culture,” “The Trouble with English,” “Critical Thinking, College, and You,” “A Brief History of American Baseball,” “A Brief History of American Football,” “Fear and Its Influence on Islamic Stereotypes in America,” “The Nature of Friendship,” “How to Think Critically About Truth Claims,” “American Food Culture,” “Understanding American People,” “How to Be Successful in an American University,” and “Daily Life in America.”</i> | |
| “What Can You Do With an English Degree?” | 2018, 2019 |
| English and Philosophy Department, Auburn University at Montgomery | |
| “Creating a Critical Think-Tank” | 2016 |
| English and Philosophy Department, Auburn University at Montgomery | |
| “George Herbert’s Poetry” | 2013 |
| English and Philosophy Department, Auburn University at Montgomery | |
| “ESL Instruction in the College Classroom” | 2013 |
| Learning Center, Auburn University at Montgomery | |
| “Ambiguous Language and Stereotypes in Toni Morrison’s ‘Recitatif’” | 2013 |
| English and Philosophy Department, Auburn University at Montgomery | |
| “Writing with a Purpose” | 2013 |
| English and Philosophy Department, Auburn University at Montgomery | |

ACADEMIC AND COMMUNITY SERVICE

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| Advisory Council for the Department of English and Philosophy, AUM | 2021 |
| “Useful Communication Strategies for Better Outcomes in Multilingual Classrooms” | Forthcoming |
| <i>Faculty seminar in development for AUM’s Faculty Development Institute</i> | |
| Helping Our Public Education System (HOPES) | 2020-Present |
| <i>Gateway Baptist Church initiative to support Capitol Heights Middle School</i> | |
| “Penning the Struggle: Overcoming Adversity through Writing” | 2019 |
| <i>Speech given to inmates at Mount Meigs Juvenile Detention Center</i> | |
| University Lectures Committee, AUM | 2018-Present |
| Success through Relationships, Investment, Versatility, and Empowerment (STRIVE) | 2018 |
| <i>AUM initiative to develop young men into future leaders</i> | |
| Mentor, Leader at Every Level Mentorship Program, AUM | 2017-Present |

Multiple Search Committees for Full-time University Faculty and Staff, AUM	2013-Present
AUM SchOLAR, Graduate Programs (School of Liberal Arts Representative)	2012-2014
“Why You Should Invest in AUM” <i>Speech given to investors at the request of the Chancellor of AUM</i>	2012
AUM SchOLAR, Undergraduate Programs (School of Liberal Arts Representative)	2011-2012

SELECT PROFESSIONAL DEVELOPMENT

“Internet Security When Working From Home” ITS Department, Auburn University at Montgomery	2020
“Crucial Conversations” Human Resources, Auburn University at Montgomery	2020
“Examining our Lenses/Managing Bias” Human Resources, Auburn University at Montgomery	2020
“Employment Law” Human Resources, Auburn University at Montgomery	2020
“Managing Employee Performance” Human Resources, Auburn University at Montgomery	2020
“Title IX Training” Human Resources, Auburn University at Montgomery	2019
“Fostering University Success” University Success Department, Auburn University at Montgomery	2019
“FDI Online Instructor Certification Program” Office of Online and Digital Learning, Auburn University at Montgomery	2018
“Banner Finance Training” Payment and Procurement Services, Auburn University at Montgomery	2018
“Leader at Every Level Mentorship Training” Human Resources, Auburn University at Montgomery	2018
“Advanced Emotional Intelligence” Human Resources, Auburn University at Montgomery	2017
“ESL Pedagogy” English as a Second Language Program, Auburn University at Montgomery	2016
“Banner Student Training” Registrar’s Office, Auburn University at Montgomery	2016
“The Productivity Formula” Human Resources, Auburn University at Montgomery	2015
“Emotional Intelligence” Human Resources, Auburn University at Montgomery	2014
“Defense Driving Safety Course” Human Resources, Auburn University at Montgomery	2014

“SANS Security Training” Human Resources, Auburn University at Montgomery	2014
“Title IX Training” Human Resources, Auburn University at Montgomery	2014
“Improving Composition Courses” English and Philosophy Department, Auburn University at Montgomery	2014
“Kronos and Personnel Management” Human Resources, Auburn University at Montgomery	2014
“Kronos and Timekeeping” Human Resources, Auburn University at Montgomery	2014
“Grade Norming and Assignment Creation” English and Philosophy Department, Auburn University at Montgomery	2014
“ESL Instructor Orientation” English as a Second Language Program, Auburn University at Montgomery	2014
“Adjunct Professor of Composition Orientation” English and Philosophy Department, Auburn University at Montgomery	2014

ACADEMIC AND PROFESSIONAL MEMBERSHIPS

Alabama Association of International Educators	2016-Present
Omicron Delta Kappa	2015-Present
Children’s Literature Association	2013-Present
AUM Alumni Association	2013-Present
AUM SchOLAR, Graduate (School of Liberal Arts Representative)	2012-2014
Phi Kappa Phi	2011-Present
Sigma Tau Delta	2011-Present
AUM SchOLAR, Undergraduate (School of Liberal Arts Representative)	2011-2012
AUM English Club	2009-2015
AUM Philosophy Club	2009-2015