

# Amy E. Hawley Alvarez

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## PROFESSIONAL SUMMARY

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Versatile higher education administrator and educator with a record of supporting a wide range of programs on campus and with community partners. Expert in staffing complex schedules and overseeing budgets ranging from hundreds of thousands to millions of dollars. Adeptly supports students through classroom observations, individualized meetings, and coordinating specialized professional development with faculty. Able to function well independently and with others throughout the academic community.

## EMPLOYMENT HISTORY

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**Teachers College (TC), Columbia University, New York, NY** 2023-Present

*Director of Strategic Partnerships, Office of the President*

- Oversee all aspects of TC's Partnership with Teachers College Community School (TCCS).
- Supervise two staff and 25-30 students who work as teachers and assistants at TCCS.
- Manage special projects in the President's Office as determined by the Chief of Staff and/or President.
- Co-chair large searches / oversee RFP process for outside partnerships to support various initiatives.
- Coordinate reporting and meeting details for the Board of Trustees School Partnership Committee.
- Chair the Medal of Distinguished Service Committee, overseeing all details of the medalists' invitations.
- Direct two TC student fellowship programs which award over 70 fellowships annually.
- Serve as TC's representative for community organizations such as Columbia Community Service.

**Teachers College (TC), Columbia University, New York, NY** 2022-2023

*Interim Assistant Dean, Office of the Provost and Dean of the College*

- Strategically manage and execute special projects for the Provost's Office.
- Represent the Provost's Office at meetings and events as assigned.
- Advise on best practices regarding policies and initiatives impacting Academic Affairs.
- Provide high-level administrative support for all initiatives related to the Provost's Office.
- Coordinate reporting and meeting details for the Board of Trustees Academic Affairs Committee.
- Chair the medalist selection committee for recipients of the Medal of Distinguished Service

**Teachers College (TC), Columbia University, New York, NY** 2017-2023

*Assistant Director, School & Community Partnerships*

*Teachers College Community School (TCCS) Liaison*

- Work closely with TCCS administration to maintain the partnership.
- Serve on the TCCS Senior Leadership Team.
- Supervise two staff and 25-40 students who work as teachers and assistants at TCCS.
- Coordinate programming and scheduling for students and special events sponsored by TC at TCCS.
- Establish new partnerships to support programming at TCCS.
- Partner with Columbia University to select and award scholarships to area teachers.

**Teachers College (TC), Columbia University, New York, NY** 2015-2017

*Project Manager, Consortium for Policy Research in Education*

- Created and managed budgets for over 25 research and professional development projects.
- Conducted research with 8-10 teaching residents, evaluating a citywide teacher training program.
- Taught English as a Foreign Language classes to 24-30 Chinese students several times a year.
- Wrote and edited grant proposals, research proposals, reports, and promotional materials.
- Developed and maintained website and social media outlets.

**Cambridge University Press**, New York, NY

2005-2015

*Senior Managing Editor / Project Manager / Commissioning Editor*

- Program managed Cambridge's two largest, highest-grossing blended online courses.
- Trained the editorial department on best practices and agile workflows for online and print materials.
- Negotiated contracts with over 50 long-established and new authors, freelancers, and vendors.
- Conducted numerous focus groups in Brazil, Colombia, Ecuador, and Mexico for product development.
- Commissioned three junior and senior high school global English language courses.

**Oxford University Press**, New York, NY

2002-2005

*Associate Editor*

- Edited best-selling English as a Foreign Language courses.
- Led weekly project meetings with other editors and departments.
- Collaborated with the design team on the conception of five new product designs.

**Shizuoka Futaba Gakuen**, Shizuoka, Japan

1999-2002

*Foreign Lecturer*

- Taught 10 English conversation classes weekly.
- Designed and taught two college-prep courses and two summer intensive courses yearly.
- Organized monthly classroom observations and teacher-training opportunities for faculty.

ACADEMIC BACKGROUND

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**Teachers College, Columbia University**, New York City

- Doctor of Philosophy, Higher and Postsecondary Education, *anticipated May 2026*
- Master of Education, Higher and Postsecondary Education
- Master of Arts, Higher and Postsecondary Education

**University of Northern Iowa**, Cedar Falls, IA

- Master of Arts, Teaching English to Speakers of Other Languages
- Bachelor of Arts, Music and Bachelor of Arts, French

CERTIFICATIONS

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- Advanced Project Management and Digital Publishing, New York University

ORGANIZATIONS

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- ASHE (Association for the Study of Higher Education)
  - AERA (American Educational Research Association)
  - NASPA (National Association of Student Personnel Administrators)
  - Morningside Area Alliance
  - Columbia Community Service

SKILLS

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Expert in project / program management; digital, online, and print publishing; blended learning; proofreading; copyediting; content editing; and English as a Second Language / English as a Foreign Language teaching • Proficient in Microsoft Word, Excel, PowerPoint, Project, and Office 365; Microsoft and Mac platforms; WordPress; Acrobat Pro; Trello; Basecamp; Asana; Banner; PageUp; UniMarket; and TerminalFour • Basic skills in HTML; Photoshop; InDesign; French; and Japanese