

Clara Mercer

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EDUCATION

Ph.D. in Sociology (in progress) Expected: September 202X
University of California, Davis

Master of Arts, Sociology June 201X
University of California, Davis

Bachelor of Arts, Sociology (Minor in Ethnic Studies) June 201X
California State University, San Bernardino

SKILLS

Computer Skills: Proficiency in Microsoft Office package (Word, PowerPoint, Excel), Canvas

Interpersonal Skills: Communication, Active Listening, Advising, Teamwork, Empathy, Flexibility

HIGHER EDUCATION ADVISING EXPERIENCE

Pre-Graduate and Professional Student Advisor September 2019 – present
Office of Educational Opportunity and Enrichment Services, UC Davis

- Hold 6-10 hours weekly advising appointments (in-person, by phone, and, via Zoom) with students interested in attending graduate school
- Prepare written and oral feedback for undergraduate graduate application essays via Google docs and during advising appointments
- Facilitate and co-facilitate informational programs (workshops and webinars) for audiences composed of current and former UC Davis undergraduates
- Serve as a liaison in contact with other educational institutions at UC Davis and beyond; speak and present to groups of students in many of these points of connection
- Collaborate with the primary Pre-Graduate/Law Advising Coordinator in project work, including writing and revising workshop and advising material
- Support and participate in the UC Davis Graduate School Information Day and Graduate Forum for Diversity in Graduate Education

International Law Assistant May 2016 – September 2016
International Law at UC Davis Extension & School of Law, UC Davis

- Executed tasks related to the preparation and implementation of work study activities and field trips for international law students visiting from mainland China for a summer program
- Compiled welcome and informational packets and maintained student records
- Ensured availability in order to answer student questions, providing ample periods of time for counseling and mentoring students in matters related to academic success
- Evaluated and reported grade distributions on final assessment at the end of the summer term

TEACHING EXPERIENCE

Associate Instructor

Summer 2017, 2018 & 2019

Department of Sociology, UC Davis

Course: Sociology of Race and Ethnicity (3 summer sessions)

- Developed and delivered curriculum for Sociology of Race and Ethnicity as instructor of record
- Managed classes and sections of 30-40 students
- Budgeted, planned, and tracked graduate student reader work hours and tasks in accordance with union contracts and applicable state labor laws
- Held a minimum of 2 or more weekly office hours for supporting students, providing ample periods of time for counseling and mentoring students in matters related to academic success
- Analyzed quarterly student course evaluations and altered curriculum to improve student learning outcomes

Teaching Assistant

September 2013 – present

Department of Sociology, University Writing Program (UWP), UC Davis

Courses: Social Stratification (3 quarters), Political Sociology (2 quarters), Introduction to Social Research (3 quarters), Introduction to Sociology (2 quarters), Self and Society (2 quarters), Popular Culture (2 quarters), Social Problems (1 quarter), Sociology of Immigration and Opportunity (1 quarter) Introduction to Sociology (2 quarters), Self and Society (2 quarters), Criminal Justice System (1 quarter), Race Relations (1 quarter), Sociology of Gender (1 quarter), Interracial Dynamics (1 quarter), Popular Science and Technology Writing (1 quarter)

- Planned and delivered course lectures, section activities, and course assignments as instructor and teaching assistant across 14 different undergraduate sociology courses and 1 UWP course
- Managed classes and sections of 30-50 students; supervised student research projects
- Provided twice per week feedback on undergraduate summaries and other written assignments in UWP course for a total of 24 students
- Provided feedback and assessment on a short and long essays written assignments in lower and upper division Sociology courses for a total of 40-90 students
- Analyzed quarterly student course evaluations to set goals for future classes

PROFESSIONAL DEVELOPMENT

“Fostering Effective Learning and Teaching” certificate. UC Davis Center for Excellence in Teaching and Learning - Graduate Teaching Community. Fall 2016.

“Structuring your Classroom” certificate. UC Davis Center for Excellence in Teaching and Learning - Graduate Teaching Community. Spring 2016.

“Redefining Teaching: Student-Centered Strategies for Success” certificate. UC Davis Center for Excellence in Teaching and Learning - Teaching Assistant Consultants. Winter 2016.