

David M. Kleinberg, Ph.D.

4357 Baintree Road
University Heights, Ohio 44118
Telephone: (607) 348-3413
Email: david@kleinberg.net
www.kleinberg.net

Education

- Ph.D. in Germanic Linguistics. University of North Carolina at Chapel Hill. December 2006.
- M.A. in Germanic Linguistics. University of North Carolina at Chapel Hill. May 2001.
- B.A. in German and Psychology. The Ohio State University. Columbus, Ohio. June 1998.
- University of Regensburg, Germany. Summer 1997.
- Technical University of Dresden, Germany. Summer 1996.

Professional Experience

- **Assistant Director**, Center for Global Education, John Carroll University. University Heights, Ohio. (January 2012 – Present)
 - Serve as Primary Designated School Officer (PDSO) and Responsible Officer (RO) to administer international students' J-1 and F-1 visas in SEVIS system
 - Organize international orientation programs for J-1 and F-1 students
 - Liaison with university registrar, residence life, information technology, bursar, enrollment services, admissions offices and academic departments
 - Administer AbroadOffice system to manage online applications for study abroad and exchange
 - Maintain excellent relations with partner institutions for bilateral study abroad programs
 - Coordinate faculty-led short-term study abroad programs
 - Calculate and maintain budgets for study abroad and exchange programs
 - Maintain department website
 - Advise students in selecting study abroad programs, evaluate applications, prepare students pre-departure, and facilitate re-entry reflection
 - Promote opportunities for study abroad, exchange, and short-term trips to students and faculty
 - Chaperone students on international immersion and academic programs
 - Monitor international safety and travel conditions for affected university programs and travelers
 - Design and implement assessment plans for all international programs
- **Program Coordinator for Global Studies and Technical Coordinator**, Office of International Programs, Binghamton University. Vestal, New York. (September 2009 – January 2012)
 - Recruited, advised and assisted students enrolled in the Global Studies Minor
 - Coordinated with Study Abroad staff for student advising, pre-departure workshops, and travel advisories
 - Managed class enrollment and online course management system (Blackboard)
 - Compiled enrollment statistics for all Global Studies courses

- Served as liaison with the registrar's office, institutional research department, Information Technology Services, academic departments and college advisors
 - Managed electronic database for paperless academic advising
 - Evaluated and adopt online tools to streamline applications, approval and tracking of students to study abroad programs
 - Created documentation and promotional materials for the Global Studies Minor
 - Maintained the departmental website
 - Provided technical support for departmental computers, printers, and other peripherals
- **Language Lab Director**, Department of Modern Languages. Winthrop University. Rock Hill, South Carolina. (August 2007 – May 2009)
 - Managed Language Resource Center
 - Maintained and documented computer and electronic equipment
 - Served as liaison with Information Technology department
 - Maintained the departmental website
 - Hired, managed and trained student employees
- **Assistant System Administrator**, Physics and Astronomy Networking Infrastructure and Computing. University of North Carolina at Chapel Hill. Chapel Hill, North Carolina. (May 2000 - July 2006)
 - Aided departmental faculty, staff and students with all technology-related issues
 - Installed, maintained and repaired desktop and laptop computers, accounts, networking equipment, and printers

Professional Certifications

- J-1 Advising for Beginners, NAFSA, May 2012
- F-1 Student Advising for Beginners, NAFSA, May 2012
- J-1 Regulations Advanced, NAFSA, May 2013
- F-1 Student Advising Intermediate, May 2013
- CompTIA A+ certification, awarded December 23, 2010
- CompTIA Network+ certification, awarded May 3, 2011
- CompTIA Security+ certification, awarded July 18, 2011
- LGBTQ SafeZone Training, John Carroll University, April 2013

Teaching Appointments

- **Instructor**, Career Development Center, Binghamton University. Vestal, New York. (August 2011 – December 2011)
- **Instructor**, Fulbright Summer Institute, Binghamton University. Vestal, New York. (August 2011)
- **Adjunct Lecturer**, Department of Anthropology, Binghamton University. Vestal, New York. (August 2010 – December 2010)
- **Instructor**, Global Studies Program, Office of International Programs, Binghamton University. Vestal, New York. (Summer 2010)
- **Adjunct Lecturer**, Department of German and Russian Studies, Binghamton University. Vestal, New York. (August 2009 – December 2009)

- **Instructor of German**, Department of Modern Languages. Winthrop University. Rock Hill, South Carolina. (August 2007 – May 2009)
- **Visiting Assistant Professor**, Department of German, Russian, Japanese, and Chinese Studies, University of North Carolina at Greensboro. (August 2006 – July 2007)
- **Course Coordinator**, German 4. University of North Carolina at Chapel Hill. (Fall 2003, Spring 2004, Spring 2006)
- **Teaching Assistant**, Department of Germanic Languages, University of North Carolina at Chapel Hill. (August 2000 – May 2006)
- **English Language Teaching Assistant**, Bundesgymnasium und Bundesrealgymnasium, and Bundesoberstufenrealgymnasium Ried im Innkreis. Ried im Innkreis, Austria. (September 1998 - May 1999)

Technical Skills

- Productivity, database and desktop publishing software (Microsoft Office, Publisher, OpenOffice)
- Expertise with Banner Operational Data Store/Ellucian
- Content Management Systems (Blackboard, WebCT, Moodle, Sakai)
- Internet communications (web page design, e-mail, listservs, web browsers, FTP clients)
- Internet-based videoconferencing (Skype, Adobe Connect, H.323)
- Social media tools (Web 2.0, Facebook, Twitter)
- All Windows desktop operating systems, Windows Server, Macintosh OSX, mobile and tablet operating systems (Apple iOS, Android), Linux distributions
- Audiovisual equipment (LCD Projectors, VCR, DVD, Blu-ray players)
- Streaming media
- Video and audio production and editing

Languages

- English: native speaker
- German: near-native fluency
- Dutch: reading knowledge and speaking ability