

JOSHUA N. RIDDLE

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Professional Experience

University of Alabama in Huntsville

Program and Proposal Coordinator, Earth System Science Center August 2024 – Present

- Coordinate proposal development with researchers using Quali SaaS.
- Prepare budgets for researcher proposal development.
- Facilitate communication for researchers with internal university offices, and outside agencies and universities, including with subawards and subcontracts.
- Record and analyze biweekly payments to faculty and staff.

Adjunct Instructor, Department of History August 2016 – Present

- Organize course content and lead upwards of 40 students each semester.
- Focus on Student Learning Objectives (SLO) by emphasizing historical thinking and writing, primary source analyses, and understanding past societies through reading and map quizzes.
- Organize course content in Canvas modules in a logical flow from videos and readings, to evaluations, and finally to discussion boards and essays, all in accordance with SLOs.
- Convert courses and syllabus to update for new semesters.
- Designed and taught in-person classes focused on classroom discussion, critical thinking and writing skills with essays and research papers.
- Courses Taught: HY 103 World History to 1500 (In-Person and Online); HY 104 World History since 1500 (Online); AMS 229 Ancient and Medieval Worlds (In-Person)

Academic Advisor III, College of Arts, Humanities, and Social Sciences April 2019 – August 2024

- Advised Humanities and Professional Studies students (upwards 280 total) on class schedules and long-range planning both in-person and virtually.
- Utilized DegreeWorks to maintain degree audits and Student Educational Plans (SEP).
- Created degree plans for working professionals that emphasized flexible and online learning with multimedia tools.
- Discussed academic and career goals to decide on majors, minors, and dual degrees, including with prospective students.
- Reached out to underperforming “At-Risk” students to support improved performance.
- Tracked course progression and related documentation in Google Drive and DegreeWorks.
- Reviewed degree audits from the Registrar’s Office for graduation applicants.
- Created internal databases in Google Drive for approved non-equivalent transfer classes and university directory for student resources.
- Promotions: Academic Advisor II (2021); Academic Advisor III (2023)

Education

University of Alabama in Huntsville

Master of Arts, History – May 2016

- GPA: 4.000/4.000

Bachelor of Arts – December 2011

- Major – History; Minor - English
- GPA: 3.917/4.000 (*summa cum laude*)

Service to the University

- QEP Development Team Representative, September 2023 – August 2024 (for SACSCOC Reaccreditation)
- Professional Studies Degree Transition to CAHS, Fall 2022 – Spring 2023 (taking on curriculum changes and advising Professional Studies students).
- Academic Advisor Steering Committee, September 2021 – October 2022
 - Subcommittee Member, Development of New Advisor Training
 - Subcommittee Member, Reduction of Caseloads
 - “Find Your Fit: It’s a Major Choice” Major Fair, March 9, 2022
- First Year Experience (FYE) Advising Task Force Committee, January 2022
- Hiring Committee Member, new Academic Advisor, June 2021 and April 2022
- Academic Advising Student Worker Hiring Committee, Summer 2022 and Fall 2023
- Interviewer, CAHS FYE Peer Instructor and College Ambassador search, May 2022

Technical Skills

- Software: Microsoft Office 365
- Operating Systems: Apple, Microsoft
- Online Management: Canvas, DegreeWorks, Ellucian Banner, Google Drive, iCloud, Kuali SaaS

Professional Development

- Certification in Adult Mental Health First Aid from National Council for Wellbeing, February 9, 2023 (certified through February 9, 2026)
- Mandatory Title IX Training for Employees, completed August 29, 2022
- “What Will You Do With That Major?” – NACADA virtual talk, April 26, 2022
- Workplace Harassment Prevention Fundamentals, completed May 22, 2019
- Quality Educational Practices Online (QEPO) Certification, May, 2018

Associations and Honors

- The Society for Ancient and Medieval Studies: Vice-President, 2015-2016
- The Society for Ancient Languages: Secretary 2014-2015, Vice-President 2013-2014
- Phi Alpha Theta, Tau Omega Chapter: President, 2015-2016, Vice-President, 2014-2015
- Sigma Tau Delta, Upsilon Mu Chapter
- Paper Award: “The Criteria of William Gilbert’s Experimental Method,” Alabama Regional Phi Alpha Theta Conference, University of Alabama in Huntsville, April 2015
- Outstanding Undergraduate Achievement in History Award, University of Alabama in Huntsville, Spring 2011