

Jenny McNiven

Instructional Designer and Higher Education Professional

Contact: 646.335.5935 ~ jennymcniven@gmail.com ~

Higher education professional with a background in anthropology and instructional design recognized for directing creative development expertise to the growth and success of educational programs and institutions. Multi-faceted skills include building relationships, exceptional communication, creative powerhouse, instructional technology, training and development, academic instruction and advisement, administrative and program direction, archaeology and museum education, and customer/trainee engagement. Offers a unique background and talent set which are sure to add a new and exciting perspective to any work environment.

Education and Training Experience

Park University

2016 - 2017

Campus Center Director- Holloman AFB

Director of operations and student success at the Holloman AFB campus center. Duties included:

- Office administration and facility management, program marketing and recruitment, admissions, business development, and most importantly- advising and assisting students in achieving their educational goals.
- VA Certifying Official in charge of veteran advisement, VA files, and certifications.
- Designed original eLearning system for student training and orientation to Holloman AFB campus.

Recognized by Park University's "Rising Star" award for increasing campus enrollment by 50% and reinvigorating the campus through ambitious initiatives and creative efforts to engage and educate the student body.

Park University

2017-PRESENT

Adjunct Anthropology Instructor

Instructor of Anthropology for Park University.

Accomplishments: Led initiative to develop anthropology for online learning and successfully introduced anthropology classes to Holloman campus in both face-to-face and blended environments for the first time.

Shmoop

2016 - 2017

Content Writer, Anthropology and Human Geography

Created compelling and engaging educational content in Anthropology and Cultural Geography. This content is provided for general education and test preparation purposes to aid and excite high school students in achieving success in preparing for college and excelling in high school.

TRIO Program, Clovis Community College

2013-2014

Program Staff and Content Developer

Program staff specializing in design and instruction of original courses for the TRIO-Upward Bound program for at-risk high school students at Clovis Community College, Clovis, NM. Also provided leadership in class and on outreach programs, in addition to tutoring students in history, science, and french.

The Emerald Coast Science Center

2009-2011

Instructor, Content Developer, Administration

Part of a team that believed enthusiasm for science was essential to building a vibrant community.

Developed and instructed pre-school and elementary level science programs. Designed science and archaeology summer camps for 5-8 year-olds. Managed and operated traveling science fair for local schools and organizations. Took part in public outreach programs to involve local community in the work the Science Center did and believed in.

Also involved in administration of science center admissions and course schedules, enrollment, budgets. Educational content created:

- Basic geology, chemistry, biology, physics, and archaeology classes. Pre-school through elementary levels.
- Archaeology, nature, and chemistry summer camps.

The University of West Florida Archaeology Institute

Graduate Research Associate

Conducted research and analysis through the University of West Florida Archaeology Institute that assisted in the interpretation and development of the Arcadia Industrial Complex Archaeological Site and Museum.

Duties and Accomplishments included:

- Lecturing and providing public outreach which increased public engagement at the Arcadia Mill Archaeological Site and Museum.
- Supervising and providing leadership and instruction to undergraduates in field methodology and context history during archaeological excavations at the Arcadia Mill archaeological site in Milton, FL.
- Administration of Arcadia data, artifacts, census records, field school reports, and digital files which contributed to the research and interpretation of thousands of pieces of data pertaining to the site.
- Processed data and laboratory findings of various archaeological projects in and around UWF contributing to a more holistic picture of the cultural heritage of the Pensacola Bay area.

2012

The Struggling Archaeologist's Guide to Getting Dirty

Podcast

2013 - PRESENT

www.jennifermcniven.com/category/podcast/

Developer and Host of "The Struggling Archaeologist's Guide to Getting Dirty" podcast. This popular podcast educates listeners in both the public and professional spheres on popular topics in anthropology, archaeology, and history, as well as advice on careers in archaeology.

- Duties as sole producer of the podcast include researching and developing content, writing, audio engineering, and social media marketing.
- The podcast is accompanied by "The Struggling Archaeologist" blog. This WordPress administered website features blog posts that accompany each podcast episode, as well as original content on news and careers in anthropology.

Archaeological and
Research Experience

Versar, Inc.

2015

Field Technician

Field Technician, worked as part of a team conducting archaeological survey and cultural study of the Cannon AFB/Melrose Range. Skills and duties included:

- Walking survey and identification of artifacts of cultural significance.

- Recording of historic and prehistoric archaeological sites.
 - GPS, Trimble, and radio operation.
 - Historical research to aid in interpretation of sites and cultural materials.
-

Antigua Archaeology Inc.

2013 - 2014

Field Technician

Conducted class II archaeological survey on several sites throughout Eastern New Mexico. Skills and duties included:

- Photographic documentation and mapping of survey parcels.
 - GPS recording of survey parcels.
 - Identification of artifacts and features of cultural significance.
-

The University of West Florida

2011 - 2012

Laboratory Technician

Processed and cataloged artifacts for the UWF terrestrial archaeology laboratory under director Jan Lloyd. Duties included:

- Preserving, identifying, and cataloging both prehistoric and historic artifacts from sites in the Florida Panhandle.
 - Manipulating Access database for complex search functions and information management.
-

Eastern New Mexico University

2012

Laboratory Technician

Assisted Dr. Everett Frost with cataloging a collection of artifacts from a cave site in Hawai'i ranging from the pre-historic to proto-historic period. Duties included:

- Preserving, identifying, and cataloging pre/proto-historic artifacts from a Hawaiian cave site.
-

The University of West Florida

2011

Field Technician

Performed scientific underwater survey and mapping of the Pond Creek component of site 8SR384 as part of the Arcadia Mill Maritime Archaeological Landscape Survey. Skills included:

- Scientific diver training and PADI scuba certification.
 - Identification of underwater historical features and artifacts.
 - Maritime survey and mapping techniques.
 - Metal detector survey.
-

The University of West Florida

2011

Terrestrial Archaeology Field School

Excavated a historic slave village site at the Arcadia Mill Industrial Complex (8SR384) in Milton, Florida. Skills learned included:

- Excavation techniques and methodology, mapping and documentation, artifact analysis, GPR survey, GPS and total station operation, public archaeology outreach.
-

Volunteering

National Park Service

2014

Volunteer Field Technician

- Performed NPS archaeological survey and study of Historic Zuni Mountain Railroad outside of Albuquerque, NM.

- Duties included identification, analysis, mapping, and documentation of historical artifacts and features.
 - GPS mapping of historic railroad, logging features, and associated dwellings and camp sites.
 - Special duty identifying and interpreting late-19th century historic ceramics.
-

Corpus Christi Museum of Science and History

2009

Volunteer Field Technician

- Conducted terrestrial excavations at the prehistoric-19th century Mexican Army site of Fort Lipantitlán (41NU54) in San Patricio, Texas under Dr. Bob Drolet.
 - Developed skills in excavation techniques and methodology, artifact analysis, mapping and documentation, and historical research.
-

Corpus Christi Museum of Science and History

2008-2009

Volunteer Laboratory Technician

- Processed, preserved, and analyzed artifacts from sites 41NU54 and 41SP220, consisting of a prehistoric Toyah component and an historic Mexican Army component.
 - Compiled and manipulated database using Microsoft Excel and Access.
-

Mississippi University for Women

2007

Archival Assistant

- Assisted with archival research and conservation of documents and artifacts held at the Mississippi University for Women archives.
 - Assisted with analysis and preservation of materials affected by tornado and flood damage to the archive site.
-

Education

The University of West Florida

2011 - 2014

Master of Arts (M.A.), Anthropology

GPA: 4.0

Thesis: The Question of Anomalies in Slave Archaeology: Evidence from an Antebellum Industrial Site

State University of New York College at Oswego

1999 - 2003

Bachelor's Degree (B.A.), Theatre Arts

Activities and Societies: Honors Program, Alpha Psi Omega, Phi Kappa Phi, Blackfriars Theatre Org., Stategingers, Chamber Choir, College Choir.

University of California- Irvine

2017

Certificate in eLearning Instructional Design

Intensive study of instructional design and pedagogy in adult learning and eLearning for training and development. eLearning materials developed using Articulate Storyline.

University of Leicester

2008 - 2010

Certificate in Ancient History and Archaeology

N.A. Aboriginal Anthropology

Study in Aboriginal Anthropology

Skills

- Greatest strengths: Research, writing, organizing, and engaging delivery
- Experienced Administrator of records, business development, planning, project management
- Learning Management Systems: Canvas, Sakai, Blackboard, Google Classroom (Certified)
- Proficient in MS Office, Outlook, Adobe illustrator, Articulate Storyline 2, Articulate Replay, Adobe Connect, WebEx, Gimp, Movie Maker, Cool Edit Pro, ArcGIS
- Instructional Design training through University of California- Irvine
- Certification: Design and Make Infographics by Michigan State University on Coursera.
- Podcast development, voice over, editing, publishing
- Blogging- creator of original content for professional blog; contributor to the Archaeology Podcast Network and Anomaly Podcast blogs
- Driver's License- manual and automatic, reliable transportation
- Scuba certification- PADI
- GPR, Resistivity, and Gradiometer Training: Jay K. Johnson and Bryan S. Haley (Ole Miss) through the University of West Florida
- Flotation Training: Leslie A. Branch-Raymer through the University of West Florida

Presentations and Lectures

Academic Papers

JANUARY 8, 2017

50th Society for Historical and Underwater Archaeology Conference, Fort Worth, TX

Paper presented: The Question of Anomalies in Slave Archaeology: Evidence from an Antebellum Industrial Site. Urban and Industrial Archaeology Session.

Public Lecture

JULY 20, 2012

"Arcadia Mill Industrial Complex and its Role in the Changing Social and Economic Landscape of the Antebellum South." Presented at the Arcadia Mill Museum in Milton, FL.

Honors and Professional Memberships

- National Association for Professional Women member since 2017
- Society for American Archaeology member since 2012
- Society for Historical Archaeology member since 2016
- 2011- UWF Scholarly and Creative Activities Student Grant, The University of West Florida, Pensacola, FL
- 2002- Who's Who among American Universities and Colleges
- 2001- Diane Loucey Ouckama Memorial Scholarship, SUNY Oswego, Oswego, NY

Media and Feedback

Featured on The CFR Career 100 Podcast

SEPTEMBER 5, 2015

Professional Expert Guest

"Join Felicia Gopaul, founder and the president of the College Funding Resources, as she talks with Jennifer in sharing her enthusiasm for her chosen career. Some of the highlights of this interview series include:

- When she shared her journey in becoming an archaeologist
- Her enthusiasm for being a practicing archaeologist
- What are the factors that she considered in pursuing a career in archaeology?
- How her love for history makes her succeed in her chosen field
- What are some of the trends in archaeology that students should know about
- How archaeology impacts our society"

The Struggling Archaeologist's Guide to Getting Dirty

Podcast

iTunes Reviews

Love this show!

by sewingmama

"Jenny is candid, sweet, funny, and I have learned something on each show. I'm not in the Archaeology field, but I have a fan girl's love of Egyptology. However, Jenny is showing me that the world of Archaeology extends farther and wider than I ever realized. Thanks, and keep 'em coming!"

Getting Dirty...in a Middle Earthy-Nerdy Way

by audrylucy

I have listened to several archeology podcasts, but I keep wandering away from them; not because the content is disinteresting, but because the hosts are unimaginative and mind-numbingly dull. Not so with Jenny McNiven, the host of "The Struggling Archaeologist's Guide to Getting Dirty"! She has a wonderful, fun "geek-girl quality", which I identify with, that is THANKFULLY devoid of the boring, stuffy, monotone nature other archaeology podcasts tend to exhibit. I learn quite a bit from Jenny while smiling, chuckling and laughing throughout each eccentric installment of "Getting Dirty". This show is not for pompous, bland, stodgy academic types; if you've been described as such, you may want to move along, especially if you have no desire to crack a smile. "Getting Dirty" is for folks who dig history and have a healthy sense of humor. As a side note, if you're a sc-ifi/fantasy geek like me, check out her episode on The Lord of the Rings! AWESOME. Keep them coming, Jenny!"

New Convert to the Cast, love it!

by elsevier

"I am so happy that this cast was recommended to me. I am working through the past casts and I eagerly await the next. Jenny is a master story teller that blends common occurrences with her experiences and expertise in science-based history. Her narrative is natural and beautiful. I only wish there were more of her podcast to enjoy."

The Struggling Archaeologist's Guide to Getting Dirty

2015-2016

Podcast

Featured among "Best Archaeology Podcasts" on Player.fm

"What digs and discoveries are revealing about our past."

The Struggling Archaeologist's Guide to Getting Dirty podcast has been one of the best archaeology podcasts on Player.fm consistently since 2015.

References

Donna Morgan

Regional Director
 Park University
 dmorgan@park.edu
 866-285-1580 (Office)
 816-547-9609 (Cell)

John Worth, Ph.D

Associate Professor of Anthropology
The University of West Florida
Anthropology Department
jworth@uwf.edu
(850) 857-6204

John C. Phillips, M.A.

Research Associate
The University of West Florida
Archaeology Institute
jphillip@uwf.edu
(850) 857-6328