

Matthew S. Duncan

140 BPW Club Rd. Apt. F16 Carrboro, NC 27510
828-551-7501 | ttnsmtt@live.unc.edu

Education

UNC Chapel Hill

PhD English

May 2022

Clemson University

MA English

May 2017

Teaching Experience

UNC Chapel Hill Department of English

Graduate Teacher of Record English 105

August 2017 to Present

- Built syllabus for collaborative digital projects
- Promoted creative approaches to rhetorical problems
- Encouraged public-facing scholarship responding to genre constraints

Clemson University Department of English

Graduate Teacher of Record English 1030

August 2016 to May 2017

- Designed lesson plan to instruct students in rhetorical analysis
- Managed classroom and promoted a productive learning environment
- Instructed students in the principles of multi-modal composition

Tutoring Experience

Loudermilk Center for Academic Excellence

Writing Tutor

August 2017 to Present

- Cultivated an environment of scholastic excellence and integrity
- Collaborated with advisors and coordinators to assist student athletes
- Worked within NCAA regulations to provide academic assistance

Tri-County Technical College

Writing Tutor

January 2017 to August 2017

- Designed handouts for common structural and grammatical issues
- Trained tutors on students in use of Skype for remote tutoring
- Managed digital tutoring initiative

Clemson University

Academic Tutor

January 2014 to May 2016

- Creatively adapted course material for unique learning environment
- Learned and adapted to NCAA regulations for tutoring
- Consulted learning specialists in serving unique student needs

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Service

Digital Literacy Assessment Rubric Design Committee

December 2017 to May 2018

- Promoted design principles in digital assessment
- Guided creation of rubric in collaboration with committee members
- Created rubric section on digital functionality

Fiction Editor Carolina Quarterly

December 2017 to Present

- Assign stories to readers under consideration
- Manage contracts for publication
- Edit stories in collaboration with authors

Margins

July 2016 to April 2017

Conference Organizer

- Designed schedule and conference agenda
- Authored call for papers
- Selected and secured keynote speaker

Clemson Literary Festival

January 2015 to April 2015

Media Liason

- Secured access to media outlets on behalf of the festival
- Constructed advertisements for campus circulation
- Transported authors to events

Awards and Fellowships

Carolina Digital Humanities Project Management Award

August 2018 to May 2019

Carolina Digital Humanities Initiative Recruitment Award

August 2017 to May 2018

Fred W. Shilstone Memorial Award for Excellent Master's Thesis

February 2018

Lucy K. Rollins Award for Excellence in Children's Literature

April 2016