

Matthew D. Linton

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Selected Professional Experience

Council of Graduate Schools

Publications and Communications Manager

Washington, DC

June 2018-current

- Research, write, edit, and publish diverse publications on higher education. Eight monograph-length reports published since June 2018. Recent projects include a national [report on graduate student mental health](#) and a [guidebook on the organization and administration of graduate education](#).
- Design grantmaking program for humanities career development initiatives, including developing request for proposals and evaluating applications.
- Develop content and manage implementation for international meetings on higher education, including three virtual conferences and six webinars in 2020.
- Write and coordinates bi-monthly Mailchimp newsletter on higher education with an audience of 4,700 readers.
- Manage Drupal website and analyze statistical data and audience engagement trends. Collaborate with diverse international stakeholders to generate website content.

Graduate School of Arts and Sciences, Brandeis University

Graduate Foundations Lead

Waltham, MA

October 2016-May 2018

- Conducted interviews, compiled data, maintained database, and ran analyses using Atlas.ti. Interpreted data to make policy suggestions for graduate program reform.
- Tracked grant financial information and researched and wrote annual report for the Mellon Foundation assessing the Graduate School's use of Mellon funds.
- Supported monthly interdisciplinary faculty and graduate student working group on the future of graduate education by preparing agendas and memoranda.

Harvard Business School, Harvard University

Research Assistant

Boston, MA

October 2016-June 2018

- Conducted research using interdisciplinary scholarly databases including the Congressional Record, WorldCat, ProQuest, and JStor.
- Researched and wrote business cases for classroom instruction and publication.

Division of the Humanities, Brandeis University

Webmaster

Waltham, MA

August 2014- December 2017

- Used WordPress to manage and design webpages for the Division of Humanities.
- Coordinated with eight academic departments to write and design content for publication.

Education

Brandeis University

Waltham, MA

PhD in History

May 2018

- Dissertation: Understanding the Mighty Empire: Chinese Area Studies and the Construction of Liberal Consensus
- Honors: Mellon Dissertation Year Fellowship, Barbara and Morton Mandel Graduate Fellowship, Crown Family Fellowship, Osher Lifelong Learning Fellowship, and Henry R. May Travel Award.
- Grants: Andrew W. Mellon Foundation, Rockefeller Foundation, and Society for U.S. Intellectual History.

MA in History

May 2011

- Honors: Brandeis University Graduate Research Grant.

University of Rochester

Rochester, NY

BA Majors: History and Philosophy

May 2009

Publications:

Authored articles on US history and international relations in the Washington Post, academic journals, and history textbooks

Technical Skills:

Drupal 6 (intermediate), Wordpress (intermediate), Word, Powerpoint, Excel, Outlook, Adobe Premier Pro, DaVinci Resolve, Atlas.ti, Zoom, Go To Webinar, Google Analytics, Google Docs, Google Sheets, Civi CRM, YouTube Studio

