

# E. Jane Caldwell Wallace

May 2017

Department of Economics  
University of Pittsburgh  
Pittsburgh, PA 15260  
(412) 648-1740  
jwallace@pitt.edu

---

## EDUCATION

**Bachelor of Science, Mathematics-Economics**, University of Pittsburgh, 1992  
**Master of Arts, Economics**, University of Pittsburgh, 2000

## HONORS

**2014 Ampco-Pittsburgh Prize for Excellence in Advising**  
**Magna Cum Laude**  
**Phi Beta Kappa**  
**Omicron Delta Epsilon (International Economics Honor Society)**  
**FAS Graduate Fellowship, 1998 –1999**

## PROFESSIONAL EXPERIENCE

**Co-Director of Undergraduate Studies**, University of Pittsburgh, Department of Economics May 2016 - current

I am responsible for sustaining a quality undergraduate program in economics; I co-chair the undergraduate committee; I oversee day-to-day issues concerning undergraduates and undergraduate classes; I monitor the development of new courses as appropriate; I interact with other departments and units at the University in all matters relative to our own undergraduate program; I am the department's primary contact with the Office of the Dean for Undergraduate Studies; I am responsible for class scheduling, collection and data analysis related to course enrollments, courses taken by majors, writing requirement choices, student placement, intern opportunities etc., obtaining appropriate feedback on the department's course offerings; collaborating with the Director of Graduate Studies on graduate student teaching assignments; and orientation of new faculty in relation to undergraduate teaching.

**Academic Advisor**, University of Pittsburgh, Pittsburgh PA (August 2001 –present)

I advise over 500 students who have declared Economics as their primary major, as well as other students, who have Economics as a secondary major. This includes helping them choose courses, and assisting them in the registration and the add/drop process for course selection. If students are having academic difficulties, I advise them of university resources available to assist them, such as tutoring through the Academic Resource Center, Math Assistance Center, and the Writing Center. In addition, I sometimes arrange private tutoring with graduate students. Also, I give students information and advice in graduate school and career choices, and direct them to valuable resources within the university community. I also act as the sponsor for economics majors who does internships for economics credit.

Other duties of my position include certifying students for graduation. I also oversee the Undergraduate Economics Society, and I serve on the faculty Undergraduate Committee.

## TEACHING EXPERIENCE

**Lecturer II**, University of Pittsburgh, Department of Economics, Pittsburgh, PA, 2015-present

**Lecturer**, University of Pittsburgh, Department of Economics, Pittsburgh, PA, 2001-2015

Economics: Introduction to the Field for Majors (Econ 900)  
Introduction to Health Economics (Econ 0220)  
Introduction to Health Economics (Econ 0220) (Writing Intensive Course):  
Introduction to Microeconomics (Econ 0100)  
Introduction to Economics (Econ 0800)  
Economic Development of Africa (Econ 1905)  
Freshman Studies (FS 0001)

**Teaching Assistant**, University of Pittsburgh, Department of Economics, Pittsburgh, PA (1999-2000)

**Tutor**, University of Pittsburgh, Pittsburgh, PA (1999-2000)

**Tutor**, East End Cooperative Ministry, Pittsburgh, PA (1995-1998)

**Trainer**, Federated Investors, Pittsburgh, PA (1995-1997)

## **Professional Conferences Attended**

**Communication Across the Curriculum**, University of Pittsburgh, Spring 2004

**Writing and Speaking Across the Curriculum**, University of Pittsburgh, May 2003

**Annual Teaching Conference, Department of Economics**, Bowling Green State University, April 2003

**Teaching Economics**, Robert Morris University, February 2003

**Symposium on Undergraduate Advising**, University of Pittsburgh, November 2002

**Teaching Larger Classes**, University of Pittsburgh, May 2002

**Teaching Economics**, Robert Morris University, February 2002

**Symposium on Undergraduate Advising**, University of Pittsburgh October 2001

## **OTHER EXPERIENCE**

**Faculty Advisor**, 2000 - present

Undergraduate Economic Society, University of Pittsburgh

**Faculty Advisor**, 2000- present

Omicron Delta Epsilon, Alpha Chapter (International Honor Society in Economics), University of Pittsburgh

**Classifier**, 2000-2006

Journal of Economic Literature

**Senior Systems Administrator**, 1997-1998

Federated Investors, Pittsburgh, PA

**Systems Administrator**, 1995-1997

Federated Investors, Pittsburgh, PA

**Operations Assistant**, 1994-1995

Federated Investors, Pittsburgh, PA

**Shareholder Services Representative**, 1993-1994

Federated Investors, Pittsburgh, PA

**Intern**, 1992-1993

Advest, Inc., Pittsburgh, PA

Kidder, Peabody & Co., Pittsburgh, PA