

JENNIFER ARNOTT

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Information Technology Librarian

- Maintain and support 50+ library computers including public access stations, classroom lab, digital microfilm scanner, catalog terminals, and staff machines. Coordinate with ITS staff for larger technology needs.
- Work with faculty through UMF's assigned librarian program to encourage library use and provide instruction sessions to their classes.
- Share in selection and weeding of library materials in assigned sections of the library, as part of 5 year weeding plan. Communicate with faculty about their collection needs and questions.
- Manage library website and curriculum center website. Assist with social media presence (Facebook, Twitter).
- Create and manage LibGuides for classes and technology topics.
- Create and run *The Training Center*, which coordinates training and learning opportunities beyond the classroom for the campus.
- Offer instruction sessions on technology topics: workshops on specific tools (such as Excel, ebooks, academic writing formats), one-time workshops for UMF's learning in retirement program, staff training.
- Provide ongoing digital literacy and technology education through *14 Things* (modeled on various 23 Things projects.)
- Serve on inaugural Distinguished Staff Awards committee with staff and faculty from entire campus. Manage data for award requirements.
- Member of library committees including Management (professional library staff), Instruction, Collection Development, Marketing, and Space.
- Hire, train and supervise student worker, helping them to develop key future skills.

University of
Maine at
Farmington

Farmington, ME

August 2011
to present

Past projects include coordinating our website transition from Dreamweaver to WordPress (including training library staff on WordPress), as well as researching and implementing new reference chat software and space reservation software.

Teacher Librarian

- Provided reference, research, and reader's advisory help to students, faculty, and community using print and online resources.
- Worked closely with faculty to teach research, database, and information literacy skills in group and individual settings.
- Created welcoming and engaging library space through displays, space design, and online materials (Moodle site, reading lists.)
- Supported ongoing pluralism initiative through displays, collection decisions, conversations, and inclusive reading lists and materials.
- Hired, trained, and supervised library assistant and parent volunteers.
- Managed library budget, administrative contact for funds via NCLB.

The Blake School
Upper School

Minneapolis, MN

January 2009 -
June 2010

ADDITIONAL EXPERIENCE

Library Paraprofessional: The Blake School Upper School : 9/2000 - 12/2008 : Minneapolis MN
Handled daily tasks including circulation, processing, and mail. Assisted students, faculty, and staff with reference and reader's advisory. Created and ran school Interlibrary Loan program through Minitex (largest high school user in the state: c. 300 items per year.)

Reference Librarian: The College of St. Catherine : 1/2008 : St. Paul, MN
Provided evening and weekend coverage for a librarian on leave (16 hours per week, one month position.) Assisted faculty, undergraduate, and graduate students with reference needs through face to face conversations, phone, and online chat. Created documentation for databases and projects.

Terms of Service Team volunteer : LiveJournal.com : 1/2003 to 9/2004 : online
Responded promptly and professionally to social network user concerns about complex issues including copyright, harassment, and online privacy. 10-20 hours weekly.

Support Specialist : Personnel Decisions Intl. : 8/1999 to 9/2000 : Minneapolis, MN
Provided internal and external computer support on Win98 and Windows NT machines in an international human resources consulting firm.

Application Support Specialist : Wellesley College : 8/1998 - 7/1999 : Wellesley, MA
Supported faculty use of technology to enhance teaching and research. Created websites and provided instruction to meet specific campus needs. One year position.

SKILLS

- Comfortable using and supporting Windows, Apple, and mobile operating systems.
- Learn new software, hardware, and online tools quickly and easily.
- Experience using and supporting academic tools (including LibGuides, LibraryH3lp, Moodle, and Blackboard). Familiar with Gale, EBSCO, JSTOR, and other common databases.
- Maintain websites for personal, community, and educational projects. Tools used include HTML, CSS, various image editors, WordPress, and Dreamweaver.
- Work with library users from diverse backgrounds in an inclusive and supportive way.
- Choose varied teaching approaches to best support different learning styles.
- Create clear and effective end-user documentation.
- Plan and run community outreach and educational events (200-800 people in size) to support specific goals and community needs. Includes training and supervising volunteers.
- Always learning more through online conversation, workshops, conferences, presentations, and independent projects. (Past presentations at <http://modernhypatia.info/presentations>.)

EDUCATION

Master of Library and Information Science : Dominican University : 2007

Bachelor of Arts : Wellesley College : 1998 : Music, Medieval and Renaissance Studies.

Additional workshops and training include library service and the public, reader's advisory, medical reference, designing web-based instruction, curricular design, gender and learning, supporting pluralism and diversity in educational settings through conversation and curriculum.