



Curriculum Vita

This curriculum vita format has been developed to serve as a standardized format for all library faculty. Once completed by the librarian, the most up-to-date version is provided to the campus to ensure compliance with Southern Association of Colleges and Schools (SACS) accreditation standards which require current CV and job descriptions to be available for all faculty. Library faculty are expected to update this document at least once a year and provide it to Library Human Resources.

NAME Jessica Ray Robinson

LIBRARIAN FACULTY APPOINTMENT/RANK

SECONDARY APPOINTMENTS

POSITION TITLE Assistant College Librarian, Finance and Operations

LIBRARY UNIT/DEPARTMENT

LIBRARY DIVISION Oxford

WORK ADDRESS 134 Few Circle, Oxford, GA 30054

WORK TELEPHONE 770-784-4508

EMAIL ADDRESS Jessica.robinson@emory.edu

SUMMARY OF POSITION RESPONSIBILITIES

Teaching

- Teach research skills-oriented library sessions for a variety of disciplines, tailored to the needs of individual classes and their assignments. Work with faculty members to develop class-specific outcomes for library sessions and create lesson plans that outline these goals, incorporate active learning strategies, and include assessment elements in order to measure student learning
- Teach Freshman Seminar Class with Oxford Peer Assistant Leader

Personal Librarian

- Serve as personal librarian to more than 40 faculty members. Provide in-depth research and curriculum development. Support faculty publication and scholarship. Oversee, select, and make acquisitions for the library collection in the faculty member's discipline

Project Management: Budgets, Finance Operations and Acquisitions

Responsible for:

- Planning, administering, and monitoring the financial and operational policies and procedures of a department/organization
- Developing goals and objectives for yearly acquisitions and systems
- Preparing and analyzing statistical and financial reports, financial statements and supporting schedules to represent current and projected financial status
- Preparing, developing, and monitoring department/organizational budgets
- Coordinating major financial reporting and budgeting activities
- Ensuring compliance with regulations and reporting requirements
- Coordinating the correction of account balances, resolves funding issues and maintains proper accounting controls and procedures
- Managing cash flow and maximizing the appropriate use of funds
- Analyzing historical accounting data and other information to make projections which will aid management in short-and long-range financial planning
- Assisting in year-end audits and in ensuring the accuracy of accounting data
- Making recommendations to management related to long-range financial and cash flow analyses
- Establishing and maintaining relationships with Oxford Financial Services, University Financial Operations, University Libraries Financial Accounting and Systems offices, and vendors

Financial Information Systems

- Initiating and supporting efforts to ensure that information systems support departmental objectives and information management needs using Aleph acquisitions module (integrated library system) and Compass (PeopleSoft). Assisting in planning, testing, and implementing systems related projects and monitoring new technologies and methods to continuously improve business operations (examples: implementation of end of year rollover and electronic payments from Aleph to Compass).

Collection Development

- Team member of Oxford College Library's Dynamic Information and Content team
- Ongoing review and selection and de-selection of library collections in support of student and faculty teaching learning and research. Use electronic Bowker Book Analysis and Resources for College Libraries to: review numbers and set new targets for collection growth.
- Update collection development policy
- Work with different book vendors to purchase and acquire library materials made through collection development/acquisitions process

Website Maintenance and Content

- Maintain the "libraries" webpage on the Oxford College Library website

Supervisory

- Direct supervisor of one fulltime staff (Library Specialist)
- Direct supervisor of four work-study student employees

EDUCATION & ACADEMIC DEGREES

Master of Science, Library Science, University of Alabama, Tuscaloosa, AL, December 2010
Bachelor of Business Administration, Marketing, Valdosta State University, Valdosta, GA, May 2007

PROFESSIONAL LICENCES & CERTIFICATIONS

N/A

ACADEMIC PROFESSIONAL EXPERIENCE & FELLOWSHIPS

2013 – Present Assistant College Librarian, Finance and Operations
2009 – 2013 Coordinator of Library Acquisitions, Oxford College Library
2007 – 2009 Library Specialist, Oxford College Library

NON-ACADEMIC/RELEVANT PROFESSIONAL EXPERIENCE

Customer Service/Instructor, It Figures! Of Covington, Covington, GA, 2003-2005
Sales Associate, American Eagle Outfitters, Lithonia, GA, 2003-2005

MILITARY SERVICE

N/A

CURRENT PROFESSIONAL OR SCHOLARLY ASSOCIATION MEMBERSHIPS

Library Leadership & Management Association (LLAMA) 2013 – present
American Library Association (ALA) 2011 – present
Georgia Library Association (GLA) 2011 – present

PROFESSIONAL OR SCHOLARLY ASSOCIATION APPOINTMENTS & OFFICES

N/A

PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION ACTIVITIES

Compass Outreach Session: Workflow, WorkCenters & Training – February 2016
Southeastern Assessment Conference – November 2015
Recruiting a Faculty of Excellence in the 21st Century – October 22, 2015
Ex Libris Alma workshop – September 14-16, 2015
Faculty Retreat for Oxford College Faculty, Callaway Gardens in Pine Mountain, Georgia – August 2015
Compass Outreach Session – July 2015
ACRL & Information Literacy: Bringing the “Framework” Into Focus – July 2015
Institute for Pedagogy in the Liberal Arts – May 2015

Association of College & Research Libraries (ACRL) conference – March 2015
Effective Difficult Conversations for Life & Leadership (LLAMA webinar) – January 2015
Plum Analytics demo – January 2015
Oxford nVision and FORS Users training – October 2014
PeopleSoft PM Tool for Emory Managers: training/demo – April 2014
How to Hire: The Emory Staff Hiring Process – March 2014
Strategies for Pizazz: Rebuilding One-Shots into Engaging Instruction Session – February 2014
Performance Management Training, Oxford, Georgia – November 2013
Faculty Retreat for Oxford College Faculty, Chateau Elan in Braselton, Georgia – August 2013
Freshman Seminar Training, Oxford, Georgia – August 2013
Active Shooter Training, Oxford, Georgia – August 2013
De-escalation Workshop, Oxford, Georgia – August 2013
DiSC Assessment and Communication Workshop, Oxford, Georgia – July 2013
25Live Training, Oxford, Georgia – July 2013
ALA's Dynamic One-Shot Library Instruction eCourse – July 2013
Educause Southeast Regional Conference – May 2013
Leading and Communication Change Webinar (LLAMA) – May 2013
Kronos Time and Attendance Training – May 2013
Supervision 101, Oxford College – March 1, 2013
DiSC Communication Class, Oxford College – February 20, 2013
Emory University Safe Space Training - 2012
Compass Travel & Expense Enhancements: Presentation and User Testing, 1599 Clifton Road Building – December 2012
De-escalation Class, Oxford College - March 13, 2012
Dealing with Difficult People and Communicating for Results, Oxford College - January 13, 2012
Interaction Skills for Success, 1599 Clifton Road Building – March 22, 2011
Division of Finance Procurement, Pay and Travel presentation, Oxford College – January 26, 2012
Compass Budgeting Basics, 1599 Clifton Road Building – January 12, 2012
Improv Workshop with Allison DuMore, Oxford College - January 11, 2012
Crime Prevention Workshop, Oxford College - January 11, 2012
Atlanta-Area Bibliographic Instruction Group conference – 2010, 2011
Georgia COMO (Georgia Council of Media Organizations) conference, October 2011
Year-End in a Nutshell Webinar – August 11, 2011
Payment Requests Webinar – June 21, 2011
OCLC Billing, Payment, and Account Management webinar – April 5, 2011
Compass Inquiry and Query Basics, 1599 Clifton Road Building – July 20, 2011
Working with nVision Reports, 1599 Clifton Road Building – March 30, 2011
Communicating in Blackboard workshop, Oxford College – March 2, 2011
Introduction to Blackboard workshop, Oxford College – February 23, 2011
Travel & Expense Reimbursement Process Webinar – February 25, 2011
Handheld Librarian virtual conference – February 2011
Ethics of Innovation, OCLC online symposium – November 17, 2010
Fiscal Year-End Close Training Session, Goizueta W131 – August 10, 2010
Social Library Webinar by Cliff Landis – July 21, 2010
Library Year End and Budget Review meeting, Oxford College – June 28, 2010
Oxford Drupal Training, Library Video Conferencing Room – June 22, 2010
Financial Online Reporting Services (FORS) webinar – April 29, 2011
Tips for the Real-World Reference Transaction, Cobb County Central Library – April 16, 2011
Compass Reporting Basics Training, 1599 Clifton Road Building – May 26, 2010

Bowker Book Analysis Training, GoToMeeting Online – May 21, 2010
Compass Accounting Basics Training, 1599 Clifton Road Building – May 12, 2010
Compass Expense Report Training, 1599 Clifton Road Building – March 10, 2011
Reporting – Beyond the Basics, Oxford College – December 17, 2009
Mastering Reports in PeopleSoft Financials, Oxford College – November 12, 2009
PeopleSoft Enterprise Systems Meeting, Oxford College – September 28, 2009
Training/Support Session for PeopleSoft Financials, Oxford College – September 23, 2009
Emory Express Training, 1599 Clifton Road Building - August 4, 2009
Project Compass Overview, Oxford College – July 15, 2009

TEACHING ACTIVITIES

Teaching in Credit Courses

As a member of the Research Practices Team, I teach approximately 15 classes each semester. These classes vary in length from short 10-15 minute class visits to complete class sessions either in class or at the library. For each session, I work with the faculty member to determine learning outcomes that are relevant to the research project or assignment.

Co-instructor, Rockdale County High school research instruction sessions – August 2014, September 2015

Oxford Staff Organization's New Staff Orientation – August 2013, August 2014, August 2015

Oxford's New Faculty Orientation – August 2014, August 2015

Peer Assistance Leader (PAL) Training for Academic Integrity Sessions – August 2015

Academic Integrity Session with Oxford Freshman Students – August 2015

Oxford Library's New Student Employee Training – September 2013-November 2013; August 2014-September 2014, August 2015-September 2015

Co-instructor, Academy of Liberal Arts Newton County High school (ALANHS) research instruction sessions – July 2014

Co-facilitator, Freshman Seminar - Fall 2013, Fall 2015. Co-taught one hour credit seminar class with student peer-assistant leader. Oxford College of Emory University.

Coordinated, scheduled and taught casual physical activity for Play Oxford course - 2011

CONSULTING & ADVISING ACTIVITIES

N/A

PRESENTATIONS

With Ellen Neufeld, co-presented "Enhancing Faculty/Library Relationships with Exhibits", Georgia Council of Media Organizations (COMO)/ Athens, GA, October 2015

Phi Eta Sigma Awards Banquet – 2015

“Personal Librarians for Faculty: How Reaching out to Faculty Impacts First-Year Students” accepted to First National Personal Librarian & First Year Experience Library Conference at Case Western Reserve University, April, 2014. Though accepted, we were unable to attend due to a staff medical issue

POSTER SESSIONS

N/A

PUBLICATIONS

N/A

EDITORIAL ACTIVITIES

N/A

FUNDED RESEARCH

N/A

LIBRARY SERVICE

Current Service

Co-leader, Emory University Libraries Acquisitions/Finance working Group - 2016
Emory University Libraries Alma Migration Acquisitions Committee – 2014-2016
Emory University Libraries Open Access Planning Committee – 2014-2015
Emory University Libraries Assessment Integrations Group – 2015
Emory University Accessibility and Accommodation Group – 2015
Oxford alternate liaison of Library Employee Advocacy Forum (LEAF) – 2013-present
Team leader of Hub of Living and Learning Team – 2013-present
Team leader of Oxford Library Student Employee Team – 2014-present
Elected to serve on the Committee on Relationships for Library Assembly
Member, Dynamic Information and Content Team – 2007-present
Member, Research Practices Team – 2013-present
Member, Management Leadership Team – 2013-present

Past Service

Participated in the Development of a Roadmap/Framework for the Libraries discussion – 2014
Oxford liaison of Library Employee Advocacy Forum (LEAF) – 2010-2012
Emory University Libraries Aleph Roll Over Committee – 2012
Emory University Libraries Aleph Acquisitions Documentation Committee – 2011-2012

Emory University Libraries Aleph Migration Committee – 2011
Emory University Libraries Primo Branding and Marketing Committee – 2008-2009

UNIVERSITY SERVICE

Current Service

Member, International Student Advisory Committee – 2015 – present
Oxford Staff Organization’s Annual Chaplaincy Fundraiser Lunch Planning Committee – 2015, 2016
Oxford College Conduct Board Staff Member – 2011-present
Member, Interview Committee for Peer Assistance Leader (PAL) and Volunteer Oxford Coordinators (VOC) – 2015, 2016

Past Service

Member, Teaching and Learning Librarian Search Committee – 2015
Lead, Late Night Library Specialist Search Committee – 2014-2015
Member, New Year’s Bash Planning Committee – 2014
Member, Steering Committee for 175th celebration for the City of Oxford (appointed by Oxford’s Dean Bowen) – 2013-2014
Co-facilitator, Freshman Seminar – 2013, 2015
Oxford Staff Organization Executive Board, Chair Alumna – 2013-2014
Member, Healthy Oxford Expo Planning Committee – 2014
Member, Interview Committee for Peer Assistance Leader (PAL) - 2014
Member, Search Committee for Administrative Coordinator – 2013
Member, Search Committee for Late Night Library Specialist – 2013
Member, Healthy Oxford Expo Planning Committee – 2013
Chair, Oxford Staff Organization Executive Board – 2012-2013
Member, Oxford College Resident Assistant Interview Group Member – 2013
Member, Interview Committee for Assistant Director of Student Activities – 2010
Member, Who’s Who in American Colleges and Universities Selection Committee – 2011-2012
Participant, Compass Travel & Expense Focus Group – 2011
Oxford Staff Organization Social Welcoming Committee – 2011

COMMUNITY SERVICE

Disaster Relief Work – traveled to Rabun, GA to assist with tornado relief work – May 2011
Group leader for local elementary school’s 5th grade college day at Oxford College – April 2011

HONORS & AWARDS

5 year service award - 2013

Updated on September 30, 2015