

Rachel M. Long

<https://longrm.wixsite.com/rachellong>

Jackson, MS | longrm@millsaps.edu | 601.996.9319

Education

Master's in Library and Information Sciences

University of Southern Mississippi, Hattiesburg

December 2021

With a Certificate in Instructional Technology

GPA: 3.95

Bachelor of Arts in Literature in English

Millsaps College, Jackson, MS

May 2017

Major in English Literature; Minor in Education with Secondary Licensure; Minor in Communications Studies; Magna Cum Laude

GPA: 3.91

Professional Experience

Instructional Technology Librarian / Millsaps College, Jackson, MS

January 2022 - Present

Promoted from Instructional Technologist; Position includes duties as described for Instructional Technologist, with the addition of duties related to equipment management and maintenance, administrative support for the LibGuide platform, and the development of institutional plans to grow the instructional technology department; Performs quality-check reviews of fully online courses based on Quality Matters standards; Includes other duties as needed related to librarianship and faculty status.

Instructional Technologist / Millsaps College, Jackson, MS

October 2018 – December 2021

Manages Moodle-based course management system (Moodle or “Course Connect”); Provides primary support and training for users; Responsible for troubleshooting issues, communicating with third-party vendor (Moodle US), and scheduling Moodle upgrades and maintenance; Provides instructional technology support to faculty; Works with faculty to develop assignments and presentations; Evaluates and recommends technology, requests quotes, and develops proposals as needed; Serves on the library instruction team and collects and reports instruction data; Works with various directors, faculty, and deans across campus to promote use of instructional technology in the classroom; Maintains working knowledge of trends, methods, and best practices in instructional technology.

Library Assistant / Millsaps College, Jackson, MS

May 2017 – September 2018

Receive library materials; Work with the Acquisitions and Serials Librarian to select, evaluate, and display serials; Process newly cataloged materials; Maintain statistics for processing activities; Prepare periodicals for shipment to the bindery; Communicate often with the Catalog and Systems Librarian and Acquisitions and Serials Librarian to maintain Technical Services workflow; Assist in supervision of the front desk and performs general circulation duties; Supervise shelving activities, shelves books and materials; Open the Library on weekdays and prepare daily cash report.

Student Teaching Intern / Germantown High School, Madison, MS

January 2017 – April 2017

Prepare daily and weekly lesson plans; Design, prepare, and administer summative and formative assessments (quizzes, essays, video assignments, etc.); evaluate student performance, preparedness, growth, and comprehension on daily, weekly, and quarterly scales; participate in parent/teacher conferences and faculty meetings

Skills

Proficient with Moodle services; Secondary Licensure in ELA Education; Certified in Applying the Quality Matters Rubric; Skilled in customer service and communication, written and oral; Proficient in Microsoft Word and Excel; Excellent problem-solving skills; Quick response to emergency situations/calm under pressure; Skilled at office duties (i.e. filing, alphabetizing, organizing, answering questions); Team-player, but willing to take leadership roles.

Honors & Awards

- Recipient of the Millsaps College Sallis Award, **2021**
- Recipient of the Mississippi Library Association's Peggy May Scholarship, **2019**
- Recipient of the Frank and Rachel Laney Award, **May 2017**
- Recipient of the Mississippi Professional Educators Scholarship, **April 2017**
- Recipient of the Mary Sue Enochs Lewis Endowed Scholarship, **April 2016**
- Sigma Tau Delta, **Inducted Spring 2016**
- Kappa Delta Pi, **Inducted Spring 2016**
- Omicron Delta Kappa, **Inducted Spring 2017**
- Lambda Pi Eta, **Inducted Spring 2017**

Committees & Positions

- Morale and Recognition Committee, **2017**
- ODK Staff Representative, **2017**
- IT Governance Steering Committee, **2020**
- Enrichment Instructor: Basics of Microsoft Office Suite, **2020**

Professional Development

- Mississippi SirsiDynix User's Group Annual Meeting, **2018**
- Certificate in Applying the QM Rubric (APPQMR), **2019**
- QM Coordinator Training, **2020**
- Faculty Development Workshop Series – Millsaps College, **2020**
- Student Employees: The Unsung Heroes of Academic Libraries, **2022**

References

Patrick Cooper, Director of Residence Life & Title IX

Phone: (601)-974-1469

Email: coopeap@millsaps.edu

Anne MacMaster, Professor of English, Millsaps College

Phone: (601)-974-1306

Email: macmaac@millsaps.edu

Michael Pickard, Associate Professor of English, Millsaps College

Phone: (601)-974-1302

Email: pickawm@millsaps.edu

Jamie Wilson, Librarian, Munk Oceanographic Library

Phone: (228)-688-4489

Email: jamie.b.wilson.civ@us.navy.mil