

Rachel P. Karasick

Learning Commons Librarian | rachelkarasick.com

EXPERIENCE

Simmons College Library — *Learning Commons Librarian*

2017 - PRESENT | Boston, MA

Departmental management of the Learning Commons, including hiring and oversight of 3 staff and 25 student workers; outreach to students, faculty, and staff across disciplines to promote awareness and use of the Library's collections and services; management of high-quality reference and research support online and in-person; creation and maintenance of research tools; liaison to Writing Center, Tutoring Center, and Disability Services; participation in ongoing collection assessment and review.

Simmons College Library — *Library Assistant*

2015 - 2017 | Boston, MA

Cataloging and metadata creation including electronic resources; oversight of Interlibrary Loan department; supervision of student workers; purchasing for acquisitions cycle; workflow documentation and data entry; management of course reserves; Library-wide planning and projects.

Free Library of Philadelphia — *Grant Writer*

2013 - 2015 | Philadelphia, PA

Identify, research, and develop funding opportunities; track, plan, and write reports to funders, including gathering data and managing submission; monitoring grant outcomes between reporting periods; maintain Raiser's Edge and tracking of all projects; over \$3M raised.

Major Grants Awarded:

- Intergenerational Makerspace Grant - IMLS - \$499,974
- Teen Culinary Literacy Program - GSK - \$450,000
- READ! By 4th - Lenfest Foundation - \$450,000
- *Framing Fraktur* Art Exhibition - Pew Center - \$360,000

Oberlin College Libraries — *Art Library Assistant*

2005 - 2009 | Oberlin, OH

Data entry; assisting patrons; circulation; stacks management; special collections; book repair; preparations; museum docent research assistance; closing and opening responsibilities.

SKILLS

Detail-oriented, effective communicator, reliable team player.

Wide-ranging information science experience: database management; metadata creation; library fundraising; technical services; project management; scholarly research.

Technology: Adobe Creative Suite; OCLC software; ILLiad; ILS; Morae and UX developer tools; web design software; HTML5, CSS3, and basic Javascript; Microsoft Office; XML; Raiser's Edge.

AWARDS & HONORS

Academic Scholarships:

Alice L. Haltom Educational Fund
Freudenthal Endowed Scholarship
Pearl Mason Keller Scholarship
Heneghan '50 Endowed Scholarship
Segal AmeriCorps Education Award

Professional Service:

2017 - Diversity & Inclusion Working Group, Beatley Library

2017 - DERRAIL Forum organizer

2014 - Free Library Leadership Development Program, Drexel University

2007 - Academic Commons Design Committee, Oberlin College Library

Oberlin College English Department — *Research Assistant*

2008 - 2009 | Oberlin, OH

Copyediting; proofreading; manuscript analysis and summary; scholarly article review; source citations for T.S. McMillin's *The Meaning of Rivers: Flow and Reflection in American Literature*.

First Unitarian Church — *Communications Director*

2011 - 2013 | Philadelphia, PA

Head of communications. Budget preparation; database management; volunteer supervision; staff hiring and oversight; video and audio editing; social media and webmaster; press; newsletter editor.

Americorps VISTA — *Outreach Coordinator*

2010 - 2011 | Corvallis, OR

Outreach & Program Development Coordinator for urban gardening organizations benefiting low-income teens and families. Event planning; grant writing; volunteer coordination; promotions and outreach; hiring youth staff; financial management.

EDUCATION

Oberlin College — *Bachelor of Arts*

2005-2009 | Oberlin, OH

Dual degree in English and Environmental Studies

Simmons College — *Master's of Library & Information Science*

2015-2017 | Boston, MA

Focus on information science and technology, critical information literacy, and library leadership.

INTERESTS

bicycling, illustration, gardening, hiking, printmaking, technology

PROFESSIONAL MEMBERSHIPS

American Library Association, Massachusetts Library Association, Association of College and Research Libraries