

Curriculum Vitae

Mary E. Wilkins Jordan

Email address: mary.wilkinsjordan@simmons.edu

Educational Experience

University of North Carolina Chapel Hill, School of Information and Library Science
Began PhD program August, 2004; anticipated completion December, 2008

University of Wisconsin - Milwaukee May 2000
M.L.I.S. Library and Information Science

Case Western Reserve University
School of Law May 1994
J.D. Law

Quincy University May 1991
B.A. Psychology
B.S. Political Science

Teaching Experience

Graduate Teaching Fellow

University of North Carolina – Chapel Hill, NC

- INLS 585 Management for Information Professionals
 - Fall, 2008 (online course)
 - Summer, 2008 (online course)
 - Spring, 2008 (online course)
 - Fall, 2007 (online course)
 - Summer, 2007 (online course)
 - Summer, 2006
 - Spring, 2006
 - Summer, 2005
 - Spring, 2005
- INLS 785 Human Resources Management
 - Spring, 2007 (online course)
- INLS 758 International and Cross Cultural Perspectives for Information Management
 - Fall, 2006 (online course)
 - Fall, 2005

Graduate Teaching Assistant

University of North Carolina – Chapel Hill, NC

- INLS 585 Management for Information Professionals Fall 2004

Course Design and Course Provider (2005 – 2008)

North Suburban Library System – Wheeling, IL

- Assisted with development of Leadership Academy, to meet the requirement of the ALA/APA Certified Public Libraries Administrator Program
- Developing course syllabi and descriptions for approval by ALA
- Courses taught: (primarily online, but also an in-person option)
 - Organization and Personnel Administration
 - Politics and Networking
 - Marketing
- Courses developed, and assisted others with their teaching
 - Management of Technology
 - Budget and Finance

Future Faculty Fellowship, August 2005

University of North Carolina – Chapel Hill, NC

- Chosen to attend a university-wide intensive training session to improve teaching skills.

Adjunct Instructor

Dominican University, River Forest, IL, August 2002 – June 2003

- LIS 770 Library Management
- LIS 760 International Libraries

Project Athena Fellowship, August, 2004 to December 2006

University of North Carolina – Chapel Hill, NC

- Working on IMLS fellowship program to help recruit more LIS students into faculty positions

Awards and Honors

- Best Overall and Innovative Research Awards, University Research Day March 2007
- Project Athena Fellowship recipient
- Lester Asheim Scholarship recipient

Organization Memberships

- American Library Association
- Public Library Association
- Association for Library and Information Science Education

Service Memberships

- Public Library Association Committee on Recruiting 2005 - 2007
 - Chair of committee 2006 to 2007
 - Planning recruiting groups in LIS departments around the country
 - Carrying out research on recruiting in the profession
- University of North Carolina – Chapel Hill 2006
 - Graduate School Honor Court
- UNC School of Information and Library Science, Doctoral Student Association
 - Full-Time Student Representative
- Volunteer Coordinator, Evidence Based Librarianship 4th Annual International Conference, 2007, Chapel Hill, NC

Publications and Conference Presentations

Publications

Wilkins Jordan, Mary, PLA Committee on Recruiting. "What are they Thinking? Results of Survey on the Profession" Public Libraries, January/February 2006.

Wilkins Jordan, Mary. "What is Your Library's Friendliness Factor?" Public Library Quarterly 24-4 (2005).

Wilkins Jordan, Mary. "Surviving Your First Year as Library Director" Public Libraries July/August 2003.

Library Leadership Network Commons, Editorial Board and contributor; online subscription newsletter for library directors and managers; articles contributed include improved customer service, disaster planning for libraries, and recruiting managers.

"Designing an E Learning Class: Working through the Basics" [Chapter accepted for inclusion in forthcoming text *Collective Intelligence and E-Learning 2.0: Implications of Web-Based Communities and Networking*]

"Survey Research." [Chapter accepted for inclusion in forthcoming text on research methods in library and information science, edited by Barbara M. Wildemuth.]

"Focus Group Research." [Chapter accepted for inclusion in forthcoming text on research methods in library and information science, edited by Barbara M. Wildemuth.]

Conference Presentations

"Do you Q? Looking at your users in a new way!" Workshop, 2009 ALA Midwinter Meeting, Denver, CO.

“What they Heck are We Supposed to Know? Learning about Leadership Competencies for Public Librarians” Preconference workshop, October, 2007, Illinois Library Association annual meeting, Peoria, IL.

“Public Library Leadership – What do you Need?” Conference presentation, October 2005, Illinois Library Association annual meeting, Peoria, IL.

“Who’s in Charge? Public Library Leadership” Conference presentation, September 2005, North Carolina Library Association annual meeting, Winston-Salem, NC.

“Where is Everybody? Recruiting for the Future” Conference presentation, September 2005, North Carolina Library Association annual meeting, Winston-Salem, NC.

“Hey! We’re in Charge Here!” Conference presentation, May 2005, Connections 2005: The 10th Great Lakes Information Science Conference Montreal, McGill University.

Poster Presentations

“What the Heck are We Supposed to Know? Development of Competencies for Public Library Leaders” Poster presentation at University-Wide Research Day, March, 2007, University of North Carolina – Chapel Hill

- Winner Best Overall and Innovative Research awards from the Graduate School

“Development of Competencies for Public Library Leaders” January 2007, Association for Library and Information Science Education annual meeting, Seattle, WA

“Looking at the Friendliness Factor in Public Libraries” Poster presentation at University-Wide Research Day, April, 2006, University of North Carolina – Chapel Hill

“Leadership in the Public Library” Poster presentation, January 2006, Association for Library and Information Science Education annual meeting, San Antonio, TX.

“Does Your Library have the “Friendliness Factor” today?” January 2006, Association for Library and Information Science Education annual meeting, San Antonio, TX.

“We’re All Librarians...Aren’t We?” Poster presentation, June 2005, American Library Association Annual Meeting, Chicago, IL.

Professional Library Experience

Head of Administrative Services July 2002 to August, 2004

Kenosha Public Library, Kenosha, WI

- Advised and assisted Director in policy development and implementation administering employment laws;
- Administered recruitment of new employees, designed orientation program, developed training for all employees;

- Assisted Director prepare budgets for Kenosha Public Library and Kenosha County Library System; ensured budget was followed and maintained, recommend plans and budget for next year;
- Served as liaison to Kenosha County Library System and to Friends of Kenosha Public Library; represented the Library at public meetings; coordinated and developed library publicity

Library Director Nov. 2000 to July 2002

North Chicago Public Library, North Chicago, IL

- Created strategic plan for library's next five years;
- Developed library policies together with Board of Trustees;
- Supervised, hired, and trained all Library staff in professional procedures;
- Developed annual budget and responsible to ensure it was followed;
- Undertook extensive weeding and inventory plan, to enhance collection development;
- Wrote press releases for local newspapers;
- Participated in community organizations and Library organizations;
- Brought OCLC to the Library, to update and modernize cataloging;
- Wrote several grant requests for money to make up annual budget shortage, and to develop additional Library programs.

Professional Legal Experience

Lawyer October 1999 to November 2000

Law Office of Losey and Harrold, Kenosha, WI

- Worked extensively with clients regarding their cases;
- Drafted a variety of legal documents for cases;
- Developed streamlined office procedures to handle case progression.

Attorney June 1995 to May 1999

Law Offices of Mary Wilkins Oak Park, IL

- Established my own law practice in suburban Chicago;
- Focused on providing comprehensive legal services to meet the specialized needs of my clients; Concentrated in general civil legal services, including contracts, family law, and wills.