**Rachel Molina**

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**EDUCATION**

**Master of Library and Information Science May 2024**

*Indiana University, Luddy School of Informatics, Computing, and Engineering, Indianapolis, IN*

**Bachelor of Art in Fine Art December 2015**

Minor: English

*Harding University, Searcy, AR*

**PROFESSIONAL EXPERIENCE**

**Digital Publishing and Repository Librarian November 2024 - Present**

*Indiana University Indianapolis, Indianapolis, IN*

* Serves as the University Library coordinator for the institutional repository and open access journal publishing program while supporting compliance with the IU Indianapolis Open Access Policy.
* Collaborates with the librarians of the Center for Digital Scholarship and across University Library to support the open dissemination of research.

**Administrative and Project Coordinator March 2022 – November 2024**

*Indiana University Indianapolis, Indianapolis, IN*

* Collaborates with Staff Council representatives across campus to schedule meetings, events, elections and presentations in order to effectively serve and represent more than 4,300 staff members.
* Produces meeting minutes for both regular Staff Council and Executive Committee meetings each month and distributes minutes and accompanying presentations to all Staff Council representatives.
* Collaborates with United Way of Central Indiana partners and campus Executive Committee members to plan and execute the annual United Way campus fundraiser, leading to over $200,000 donated to various non-profit agencies around Central Indiana from campus contributors.

**Administrative Assistant, Department of Computer Science December 2018 – March 2022**

*Indiana University – Purdue University Indianapolis, Indianapolis, IN*

* Facilitated the operation of the Department of Computer Science through monitoring department communication, arranging travel, reimbursement and textbook adaptation for 17 faculty members, and managing the calendar of the department chair.
* Collaborated with the undergraduate and graduate program academic advisors to ensure all students were helped in a timely and respectful manner.
* Engaged with the School of Science dean’s office as a temporary assistant for the Interim Dean while continuing normal job duties in order to ensure a smooth transition period during an executive search.

**Student Publications Secretary August 2016 – December 2017**

*Harding University, Searcy, AR*

* Facilitated the operation of the Student Publications office through monitoring office communication with students and guests and managing the calendar of the Student Publications faculty advisor.
* Collaborated with Department of Communications faculty and staff on behalf of the Student Publications faculty advisor regarding newspaper and yearbook articles and Student Publications group trips, leading to increased faculty-student interaction outside the classroom.
* Monitored expenses for the Student Publications office and evaluated office budgetary information in order to keep office funds from being over drafted.

**COURSEWORK**

**LIS-S 502: Acquisitions and Management of Knowledge and Information**

* Examination of principles and techniques that guide development, management, and evaluation of library collections, and the selection of materials in libraries. Provides experience in developing collections of print and non-print materials. Introduction to intellectual freedom, copyright, and resource sharing.

**LIS-S 503: Organization of Knowledge and Information**

* Introduction to various disciplines’ approaches to understanding organization, representation, and use of knowledge and information. Identify criteria for evaluation and improvement of ways to organize and represent information for future retrieval.

**LIS-S 505: Evaluation of Information Sources and Services**

* Theory and practice of the design, collection, and analysis of systematic data for managerial decision-making regarding information resources, services, facilities and organizations.

**LIS-S 521: Humanities Information**

* Examination of information sources and services related to the humanities; addressing information needs and behavior patterns of users seeking humanities information. Analyzing and evaluating research dealing with information channels, research methods, and library service.

**LIS-S 533: Online Searching**

* Principles, methods, and techniques of advanced online information retrieval. Overview of characteristics of and search strategies for the use of bibliographic, referral, citation, fact, numeric, and full text databases and search systems.

**LIS-S 551: Library Management**

* Background and current trends in the management of academic, public, and school libraries. Focus on the academic context, organization theory, management techniques, and information issues that concern various types of libraries in collegial, supervisory, management, and leadership roles.

**LIS-S 554: Library Systems**

* Exploration of the mechanics of the traditional Integrated Library System and its modules through a series of hands-on exercises in global system configurations, circulation, cataloging, OPAC, serials, and acquisitions.

**LIS-S 555: Digital Service Management**

* Exploration of theory and practice of digital services management including collaboration, project and time management and strategic planning. Synthesizing of principles related to collection development, communications, intellectual property, security, space, technology, data, and digital services.

**LIS-S 581: Archives and Records Management**

* Introduction of basic theories, methods, and significant problems in archives and records management including how to respond to the challenge of managing and preserving electronic records.

**LIS-S 584: Archival Arrangement and Description**

* Exploration of theories, terms, concepts, principles, and methods of arrangement and description of documents and materials in archives. Specific instruction of principles expressed in Describing Archives: A Content Standard (DACS) and implementation of those principles through Encoded Archival Description (EAD) and MARC structures.

**LIS-S 634: Metadata**

* Introduction of principles supporting the development and implementation of metadata schemes, focusing on interoperability, internal and external standardization, and evaluation.

**SKILLS**

[Metadata] | | [Research] | [Copyright/Fair Use] | [Information Literacy] | [Self Motivated] | [Organized]