

# LJ Varghese

## EXPERIENCE

### Clinton Macomb Public Library

AUG 2021 - PRESENT

#### —*Substitute Librarian*

- ❖ Provide Reader's Advisory, reference and digital resource services, and assistance to patrons of all ages in-person, via phone, and virtually
  - Answer patron questions, provide demonstrations and troubleshooting of library services, software, and technologies
  - Complete various desk duties while not assisting patrons
- ❖ Assist with Adult Fiction and Large Print Collection development and maintenance through book ordering and weeding
- ❖ Special Project: Subject Headings Update and Nonfiction Accessibility Assessment
  - Review current subject headings and metadata schemas and research best practices for naming subject headings related to various communities and identities
  - Plan and facilitate all-staff discussion about non-fiction classification and collection accessibility

JAN 2021 - MAY 2021

#### —*Project Consultant on Library Collections Diversity, Equity and Inclusion Audit*

- ❖ Audited the Clinton Macomb picture book collection for inclusivity:
  - Researched & contextualized audit data
  - Cleaned, assessed, and analyzed data - then created accessible data visualizations to communicate findings
  - Reported on process & results to communicate findings and recommend next steps

### University of Michigan Program on Intergroup Relations

JAN 2019 - MAY 2021

#### —*Graduate Student Instructor*

- ❖ Co-instructed face-to-face and virtual classes & designed class pages/modules on LMS Canvas:
  - Prepared lessons, co-created instructional materials/agendas
  - Led activities, discussions, and individual/pair coaching sessions to support development of peer-facilitation skills
  - Supported inclusive student learning using anti-oppressive teaching & facilitation principles
  - Adapted in-class activities to virtual, asynchronous format to address pandemic restrictions
  - Provided relevant and in-depth feedback to support student growth via grades and classroom participation assessments

OCT 2018 - AUG 2019

#### —*Curriculum Committee Graduate Student Staff Assistant*

- ❖ Designed and facilitated a department-wide Google Drive training to productivity and familiarity with new systems

## EDUCATION

### University of Michigan, Ann Arbor — *Master of Science in Information*

SEPT 2018 - AUG 2022

Archival and Library  
Sciences Concentration

### University of Michigan, Ann Arbor — *Bachelor of Arts in Biopsychology, Cognition, and Neuroscience*

SEPT 2011 - AUG 2015

Additional Major: English  
Language and Literature

Minor: Community Action  
and Social Change

- Systematically organized IGR Google Drive to make records, documents, and resources easily accessible to staff
- ❖ Provided recommendations for curriculum committee projects, including existing course offerings and materials.

## University of Michigan Spectrum Center

JAN 2019 - DEC 2020

### — *Archival Engagement and Exhibition Design Intern*

- ❖ Created a digital archival exhibition for the Spectrum Center's 50th Anniversary:
  - Curated records to create a historical timeline and highlight significant people and events
  - Prepared item-level record descriptions, including relevant metadata and captioning for accessibility
  - Created a digital exhibition design plan, including storyline, distinct thematic elements, and a visitor engagement plan

OCT 2017 - JUN 2018

### — *Education and Training Program Manager*

- ❖ Lead the design, coordination, and implementation of all education and training efforts to enhance the learning and development of students, the University of Michigan community, and other key constituents
  - Provided expertise to campus and community partners in all areas of gender and sexuality inclusion through University-wide consultations
  - Continually assessed education and training needs throughout the campus and community
  - Developed and maintained all tracking and reports for E&T

JUL 2016 - AUG 2017

### — *Support Services Program Specialist*

- ❖ Provided leadership for office support services including a first-year cohort, drop-in discussion groups, and peer mentorship program
  - Evaluated and assessed all programs, trainings, and events to monitor progress and ensure participant satisfaction
  - Advised and provided consultations for student organizations and university units
  - Facilitated conflict management and resolution for student workers, organizations, volunteers and community members to ensure a positive, productive work/ community environment

AUG 2015 - JUL 2016

### — *Campus and Community Engagement Program Specialist*

- ❖ Responsible for planning and executing over 25 events throughout the year, including large-scale programming such as a campus-wide welcome festival, multi-organization collaborative event weeks, and a graduation ceremony
  - Acted as a liaison to strategic campus partners through networking, building and sustaining relationships in order to further office and institutional mission and goals
  - Conducted research and evaluations to assess the effectiveness of office programs and recommended future actions
  - Designed flyers, email templates, and other advertising materials to promote events and boost attendance

## SKILLS

Workshop/Training Facilitation; Intergroup Dialogue Facilitation

Instructional Design

Event/Program Planning

HTML5/CSS/JavaScript/ Website Accessibility

Reader's Advisory and Reference Requests

Qualitative and Quantitative Research; Survey Design; Analysis and Presentation; Data Visualization

Software/Programs: LMS Canvas; Drupal; WordPress; Microsoft Office; Google Suite; Dropbox; Omeka; Open Refine; SPSS; Qualtrics; Mac and PC literacy; Canva; Polaris/LEAP; Communico; Envision;