

EDUCATION

- May 2021 **University of Michigan School of Education**
MA in Educational Studies - Learning Design and Technology
Certificate in Instructional Design
- May 2020 **University of Michigan School of Information**
MS in Information Science - Digital Curation/Library Science
- May 2016 **Point Park University**
BA in Musical Theatre

EXPERIENCE

- Dec 2019
- Present **UM Center for Academic Innovation**
Design Management Fellow for Teach-Outs
- Collaborate with design managers, faculty, learning experience designers, and media designers to create and execute Teach-Outs, Michigan Online's open learning experiences on salient social issues
 - Manage all Teach-Out projects relating to learner engagement and learner experience; create valuable engagement experiences for global learners
 - Lead and train engagement moderators for high-volume courses; create training videos, manuals, and provide guidance to moderators
 - Assist in creating educational content for courses, administrate this content on various Learning Management Systems
 - Archive the current Teach-Outs as Open Educational Resources via frontend CMS so that they are available on Michigan Online for future global use
 - Succeed in procuring effective deliverables on quick timelines to a diverse group of stakeholders and learners
- June 2019
- Present **UM School of Information/ Michigan Library**
Fellow for Library Assessment in Student Learning
- Assess undergraduate digital information literacy skills via mixed-methods research including online survey creation, interview protocols, and various usability methodologies
 - Curate, organize, and clean assessment data for use in analytical work across multiple data management and collection platforms
 - Analyze data using Dedoose and SPSS statistical packages
 - Create data visualizations using Adobe Illustrator, report on trends and results to greater lab team
- Summer 2019 **Harvard Library - Harvard University**
Digital Strategy and Innovation Intern
- Managed and independently developed various projects surrounding user learning in digital library spaces, instructional design, digital collections, digital content management and creation, UX, library digital content strategy, metadata API's, and library podcasting
 - Collaborated with upper-level library management, web designers, librarians in various roles, UX designers, and curators to create, refine, and deliver exceptional digital products for Harvard Library

TEACHING EXPERIENCE

2018-
Present

University of Michigan Graduate Student Instructor

School of Information

Introduction to Information Science

College of Literature, Science, & the Arts

What 'Westworld' Tells Us About Being Human (Honors Program)

Introduction to Psychology as a Natural Science (Psychology Department)

PUBLICATIONS

Sartorius, E. J., & **Maxwell, J.** Mentee 501: How does mentorship fit into the LIS graduate student experience? *Academic Library Mentoring: Fostering Growth and Renewal*. Editors Leila Rod-Welch and Barbara E. Weeg. Chicago, IL: Association of College & Research Libraries. **Forthcoming.**

PRESENTATIONS

Maxwell, J. "Archiving Digital Learning Experiences: Developing Workflows to Preserve Open Educational Resources." Poster. ARCHIVES*RECORDS 2020. Chicago, IL. August 2020. **Forthcoming.**

Shafer, K. & **Maxwell, J.** "Creating a Data Curation Primer for the Digital Curation Network." Poster. ARCHIVES*RECORDS 2020. Chicago, IL. August 2020. **Forthcoming.**

Maxwell, J. "Confrontational Materials in Harvard Library's Digital Collections: An Early Look at Possible Solutions." Lightning Talk. ALA Quasicon 2020 Conference. Ann Arbor, MI. February 2020.

Maxwell, J. & Morse, B. A. B. "Open-Access Global Learning: the UM Arts and Technology Teach-Out on Futurelearn." Lightning Talk. Enriching Scholarship 2020 Conference. Sponsored by the UM Teaching and Technology Collaborative. Ann Arbor, MI. May 2020. **Accepted.**

Maxwell, J. "Undergraduate Socioeconomic Backgrounds and Conceptions of Credibility: Developing a Methodology to Investigate a Potential Link." Poster. LOEX 2020 Conference. Ypsilanti, MI. May 2020. **Accepted.**

AWARDS

July 2020

Fellowship Recipient - UM Educational Studies Master's Award

Dec 2019

Fellowship Recipient - UM Center for Academic Innovation

Design Management Fellow for Teach-Outs

June 2019

Fellowship Recipient - Michigan Library/UM School of Information

Library as Research Lab Project (funded by the Institute for Museum and Library Services)

May 2016

Graduate Magna Cum Laude - Point Park University

May 2016

Honors Program Graduate - Point Park University

MEMBERSHIPS

Society of American Archivists (SAA) - Student Officer (2019)

Association for Information Science and Technology (ASIS&T)

American Library Association (ALA)

Association of College and Research Libraries (ACRL)

SERVICE

2019 - 2020

SAA Archive Blitz

Washtenaw Historical Society/UNESCO Photography Archive

- Inventoried, catalogued, and archived newspaper clippings, pamphlets, and other paper materials dating to the 1890's. Transcribed metadata from photographs and other materials into online databases

2016-2018

National Eating Disorders Association, New York City

Helpline Volunteer

- Answered calls, chats, and emails from individuals suffering from eating disorders and their families.
- Provided NEDA resources and medical/therapeutic provider research to those contacting NEDA for help

SKILLS

Project Management: Agile and SCRUM methodologies, Jira, Trello, organizational mindset, time management, timeline creation and planning, Gantt charts, critical thinking

Instruction: Familiarity with Articulate. Learning Management Systems - Canvas, FutureLearn, Coursera, EdX, Blackboard. OERs, digital, in-person, and hybrid instruction and student support pedagogies, digital and in-person discussion facilitation, lesson planning, grading and grade entry, student advising and support, teaching writing, adult learning pedagogies, digital scholarship pedagogies, learner experience design methodologies, learner engagement and outreach, and training material design and presentation

Communication, Equity, and Accessibility: Highly diversity, equity, and inclusion focused, interpersonal and intergroup relations, public speaking, digital and physical accessibility evaluation and best practice, WCAG familiarity, high emotional intelligence, conflict resolution, strong leadership and listening skills, podcast production, editing, recording, and writing

Library/Information Science: Information literacy instruction, MARC, Library of Congress (MODS, METS, and controlled vocabularies), CDWA, and Dublin Core metadata processes, metadata crosswalking, archival assessment, call number generation, cataloging, advanced reference and research skills, publishing industry knowledge, current literature knowledge, and bookselling experience

UX Research and Design: Illustrator, InDesign, Sketch, Photoshop, Adobe Spark, digital media production interview design and execution, usability testing, methodologies including card sorting, A/B testing, click testing, and eye tracking

Technical: Advanced CSS and HTML. GitHub, Django, Drupal, APIs. Intermediate Python, Javascript, and jQuery, basic PHP, documentation skills, Digibook, Archive-It, Omeka, XML, TEI, JSON

Data Collection and Analysis: SPSS, Dedoose, Qualtrics, survey design, interview design, data visualization, data carpentry and standardization, OpenRefine, WebRecorder, PROV Diagramming, FAIR principles, cost-analysis and sustainability plans, database manipulation, data curation and cleaning, preservation techniques, raw file format altering and checksums, familiarity with collections as data, Google Analytics