Appendix 5-3: GSLIS Staff

**Dean’s Office**

*Administrative Manager, GSLIS.* Anne Reid ’00LS assists the dean with all budgetary and procedural matters pertaining to the administration of the school. She oversees budget and payroll processes, coordinates GSLIS human resource issues, and is a liaison between the Dean’s Office and other College administrative and academic offices, as well as the GSLIS Alumni Board.

*Budget Manager.* AnVinh Nguyen manages the GSLIS operating budget and grants. She works with faculty on their use of their development and resource funds. She is a 1998 alumna of the undergraduate college.

*Assistant to the Dean/Front Desk Receptionist.* Annepha Pemberton provides administrative support to the dean and is the front-desk receptionist in the GSLIS Administrative Offices. She manages several of the School’s calendars and provides general office support.

*Program Manager for Continuing Education.* Kristen Liberman ’87LS runs the GSLIS continuing education program, which is one of the best among LIS programs and offers approximately ninety workshops a year, locally, off-campus, and online.

**Admission**

*Assistant Dean for Admission and Recruitment.* Sarah Petrakos is responsible for recruiting new students and marketing the GSLIS program, and the application and admission process. She is on the College’s Admission Committee and Marketing Council.

*Assistant Director for Admission.* Christine Williams assists the Assistant Dean for Admission and Recruitment in recruiting and marketing efforts, processes deposits, and insures prospective students’ applications are complete. Christine is a 2007 graduate of the Simmons Masters of Communication Management program.

*Admission Assistant.* This position is currently filled by a temporary staff member, Amina Cooper, who processes applications and is the first line of contact for prospective students.
Curriculum & Communications

Director of Curriculum and Communications. Jennifer Doyle ’98LS works closely with faculty on all curriculum-related matters and coordinates registration. She also collaborates with full-time and adjunct faculty to create the course schedules each semester. She oversees the GSLIS website, all GSLIS publications and communications efforts, Advising Day, and the Student Services Center.

Communications Assistant. Alisa Libby maintains the online New England Jobline, which has been provided by Simmons since the 1980s, assists with the GSLIS website, designs and produces InfoLink, and supports all other GSLIS publications. She also assists the Director of Curriculum and Communications in all other matters pertaining to communications.

Student Services

Assistant Dean for Student Services. Em Claire Knowles ’98DA is responsible for advising students on such matters as the ADA. She presents all student petitions (e.g., for transfer of credit), low-grade decisions, and student recognition activities to the faculty for approval. She also oversees career-planning efforts, and she works closely with individual students and student leaders. She is also involved in activities related to alumni events. Her other duties include outreach, diversity, and honor society (Beta Phi Mu) activities.

Student Services Manager. Richard Gates manages a welcoming and professional service desk to provide front-line service to GSLIS students. This position was created in 2008 in response to our growing student population. He is a critical liaison among the students, staff, and faculty. In addition to front-line support, he manages and executes administrative work that is critical to each registration and graduation period.

Faculty & Programs Offices

Faculty/Curriculum Assistant. Jeanne Wallace-Buckley supports the faculty in their preparation of classes, insuring that necessary materials are available and that equipment is in place for each class meeting. She coordinates reserves with the library, oversees book orders with the College bookstore, and oversees the collection of course syllabi each semester. Jeanne is also responsible for developing and distributing the agenda for faculty and curriculum meetings, as well as recording and taking minutes at these meetings. She also provides administrative support to the Committee on Rank, Tenure, and Appointments.

School Library Teacher Program Manager (part-time). Dan Fleming manages administrative responsibilities in the School Library Teacher Program in coordination with the program director.
Doctoral Studies Program Manager (partially grant funded). Jennifer Andrews ’08LS manages all aspects of the Ph.D./MLIP and Ph.D./LIS programs. She works closely with the students and faculty to insure a positive learning experience. She also manages the $2M IMLS grant that funds the Ph.D./MLIP program.

Program Assistant, Doctoral Studies (part-time, grant funded). Deanna Beattie, a current GSLIS student, assists the doctoral study program manager with the day-to-day operations of the doctoral programs, including the management of the Ph.D. admissions process.

Technology at GSLIS West

Assistant Dean for Technology and GSLIS West. Terry Plum ’78LS oversees all GSLIS technology functions and is a liaison between GSLIS and the Simmons College Technology offices. He works closely with the faculty to insure GSLIS technology needs are met and services are running smoothly. He also collaborates on academically oriented technology initiatives such as the Digital Curriculum Laboratory. In addition, he manages all day-to-day operations of the GSLIS West campus, including marketing, recruitment, enrollment, registration, and student services. He represents GSLIS to the WISE consortium and manages selection of and enrollment in WISE courses for GSLIS students.

GSLIS West Assistant for Recruiting and Administrative Coordinator. Raynna Bowlby ’75LS participates in the marketing of the program and the recruitment of student prospects. She coordinates support for GSLIS West faculty in their teaching and also provides logistical support to the Assistant Dean for managing the office and the program.

Assistant Manager of Information Technology. Linnea Johnson ’04LS supports the Assistant Dean by managing all operations of the Boston campus Tech Lab and its student staff members. She is also responsible for point-of-use instruction, maintaining the hardware and software for the 51 computers in the lab, and server support. She oversees technology support for faculty, staff, and students of the department, which specifically involves equipment upgrades, technology purchases, budget management, and point-of-use instruction.

Content and Interface Assistant for the Digital Curriculum Lab (part-time, grant-funded). Mary Bennett assists in the design, content, and support of the Digital Curriculum Lab in GSLIS. This position specifically supports the National Historical Publications and Records Commission two-year grant for archival and preservation education, titled “Building a Simmons Archives and Preservation Digital Curriculum Laboratory.”

Technology Assistant for the Digital Curriculum Lab (part-time, grant-funded). Molly Duggan ’09LS assists in the design, implementation, and support of the Digital Curriculum Lab in GSLIS. She supports the Institute of Museum and Library Services grant for cultural heritage convergence education, involving digital asset management
applications, digital content, tools, and scripts to teach digital preservation, arrangement, description, and the management of digital content.

**Library**

_GSLIS Librarian_. Linda Watkins '84LS maintains the GSLIS Collection in Beatley Library. She selects materials for the collections; offers reference instruction and services to students, staff, faculty, and alumni; supports the curriculum through collection development; and supports faculty and adjunct faculty with hard copy and electronic reserves. She also helps faculty develop and maintain instructional resources on the web, on wikis, and in eLearning and Moodle. The GSLIS Librarian is paid for by the Simmons College Library.

**Dean’s Fellows**

_Fellow for Dean’s Initiatives_. The Fellow for Dean’s Initiatives provides administrative and organizational assistance on GSLIS initiatives, international programs, special events, and alumni activities. The fellow works with staff and faculty on a variety of projects including planning and coordinating special events, symposiums, and lectures, supporting alumni events and activities by researching alumni, coordinating receptions and other special events, and supporting international initiatives and programs.

_Dean’s Fellow for Technology Support_. The Dean’s Fellow for Technology Support is the primary support for the Assistant Manager of Technology in all aspects of workstation maintenance, server support, and application installation. This position assists the Assistant Manager of Information Technology with workshops relating to the Technology Orientation Requirement, emerging technologies, and other technical instruction as needed. This Fellow develops and builds upon technical skills in server and workstation environments, project management skills, customer relations management, instructional skills, library process management, and problem-tracking and -solving techniques.

_Dean’s Fellow for Teaching Assistance in the Technology Lab_. This fellow is assigned special projects under the direction of the Assistant Manager for Information Technology. This fellow works closely with faculty and staff for course-management-system functions and maintains, updates and grades the TOR—Technology Orientation Requirement (as defined in Chapter 2). The fellow develops lab software for faculty, staff, and students; supports Continuing Education classes in person and online, and helps design and support online courses. This fellow works with a variety of multimedia applications and productivity software in a multi-platform environment.

_Dean’s Fellow for the GSLIS West Campus and Massachusetts Center for the Book (MCB)_. This fellow’s time is split between the GSLIS West campus (80%) and the Massachusetts Center for the Book (20%). Under the Direction of the Associate
Director for Access Services, and in consultation with the GSLIS Librarian and Assistant Dean for GSLIS West, this fellow supports access to library resources and services for GSLIS West faculty and students. The fellow provides reference, reserves, and document support remotely and travels regularly to the GSLIS West campus to conduct workshops. For the MCB, under the direction of the Executive Director, the fellow’s duties include on-going research to produce the annual Census of Books published by Massachusetts writers, web publishing, including adding content and creating presentations, researching and adding to a growing database of literary sites in Massachusetts, and supporting two annual literary events through volunteer coordination and logistical back-up.

*Dean’s Editorial Fellow.* This fellow supports faculty editorial projects, in particular *Library & Information Science Research*, and is the primary writer for GSLIS publications such as the *InfoLink* newsletter and the faculty trading cards. Additional duties include copyediting, proofreading, design and some administrative functions pertaining to the publications. This fellow is supervised by the Director of Curriculum and Communications.