

# Alissa Talley-Pixley

[alissata@gmail.com](mailto:alissata@gmail.com)

[linkedin.com/in/alissatalley](https://www.linkedin.com/in/alissatalley)

(810) 730-2594

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## Education

### University of Michigan – School of Education

*Master of Arts in Higher Education*

*December 2012*

### University of Michigan – School of Information

*Master of Science in Information*

*April 2012*

### University of Michigan

*Bachelor of Arts in Psychology*

*April 2006*

- James B. Angell Scholars Award and University Honors

## Experience

### University of Michigan School of Information

*Recruiting and Admissions Coordinator*

*August 2012-Present*

- Coordinate, manage and implement recruiting efforts for Master of Science in Information program
- Partner with service engagement team on social impact recruiting efforts
- Advise prospective students on admissions process and fit with the program based on interest and career goals
- Collaborate closely with marketing and communications to develop recruiting campaigns and materials
- Manage admissions processes, including processing, reviewing, and yielding students
- Monitor enrollment trends and provide feedback to management
- Develop, coordinate and manage all communications through orientation

### University of Michigan Graduate Library

*University Library Associate*

*August 2010-August 2012*

- Provided one-on-one technology instruction for walk-in patrons and by appointment
- Supervised student employees in three facilities within two libraries, co-interview new staff, and create work schedules
- Instructed technology-based workshops to staff, faculty and students
- Developed and contribute to online learning resources including LibGuides for various technologies
- Performed reference services in-person, via instant messaging and over email

### University of Michigan Art, Architecture, Engineering & Science Libraries (AAEL)

*Administrative Assistant Intermediate*

*December 2009-August 2010*

- Provided administrative support for Director by coordinating meetings with senior university officials, which required detail oriented work and professional communication
- Developed manual for annual library-wide event which includes systematic documentation for successful event planning

### Charles Stewart Mott Foundation

*Independent Consultant, Education Portfolio*

*January 2010-March 2010*

*Program Assistant, Education Portfolio*

*September 2008-December 2009*

- Assisted Program Officer responsible for largest portfolio of over 80 grantees

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- Monitored and documented funding levels and spending targets for a budget of over \$9 million
- Reviewed grant reports and financial statements and drafted grant recommendations
- Attended national conferences and meetings

## Special Projects

### Google Guide

*Library Representative*

*January 2012-Present*

- Support library staff, faculty and students during the University of Michigan's transition to using Google-based products

### University of Michigan Detroit Center

*Project Intern*

*November 2011-April 2012*

- Participated in and contributed to the development and implementation of March 2012 workshop between Detroit Center partners and University of Michigan librarians
- Created and maintain online resource guide for University of Michigan affiliated projects
- Assisted with set up and support during grant-seeking workshop for non-profits in December 2011

### Date My Resume! & Resume Idol Peer Workshops

*Event Leader and Co-Facilitator*

*December 2011 and February 2012*

- Co-developed two workshops for current Library and Information Services students to peer-review resumes, provide feedback, and receive advice from hiring experts in partnership with the School of Information Career Development Office

### Open Access Week Dare to Ponder Discussion

*Organizer and Facilitator*

*October 2011*

- Developed open discussion for all library staff around open access issues during Open Access Week in partnership with the UM Copyright Office

### Chelsea District Library Youth Initiative

*Project Intern*

*January 2011-April 2011*

- Produced a 30-page report of metrics, recommendations and policy information for the Chelsea District Library to use in creating their own youth initiative

## Service

### School of Education

*Graduate Student Ambassador*

*February 2012-Present*

- Led campus tour for prospective students during Campus Visiting Days
- Represent the School of Education at recruiting and social events

### School of Information

*School of Information Student Association, Treasurer*

*April 2011-April 2012*

- Created official treasury processes, policies, and procedures
- Managed budget and organized fundraisers for membership of over 300 students
- Contributed during weekly meetings and assisted with larger association duties

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*Volunteer*

*September 2011-April 2012*

- Mentored two incoming School of Information students in Winter 2011
- Participated in three informational panels for prospective students – SI Connect and SI Visiting Days

## **Student Giving Roundtable**

*Facilitator*

*December 2011*

- Facilitated Roundtable of nine graduate students in conjunction with the Office of University Development on student philanthropy

## **Global Scholars Representative**

*Volunteer*

*April & September 2011*

- Represented UM Library at the Rackham Graduate School's Global Grads Fair by providing information for students traveling internationally about how they could use UM resources abroad
- Presented information at open house for International Literature, Science & Arts (LSA) students about the UM Library in partnership with LSA Advising

## **Prison Creative Arts Project (PCAP)**

*Associate*

*August 2007-Present*

- Planned and facilitated three-day retreat for graduated PCAP members (Associates) including organizing carpools, discussing budgetary matters, and developing workshops
- Manage email list of over 150 Associates

## **Conferences and Publications**

### **MIACADA**

*Presentation*

*May 2014*

- Building Community: Orientation as a process, not an event

### **NAGAP**

*Presentation*

*April 2014*

- Building Community: Orientation as a process, not an event

### **eCornucopia Conference**

*Presentation*

*June 2012*

- Empowering Students to Drive Their Own Learning Through Using Interactive Online Guides

### **Michigan Library Association Applied Technology and Trends**

*Presentation*

*May 2012*

- Usability Testing You Can Do: Workshop Handouts and Online Guides

### **School of Information ExpoSition**

*Poster Session*

*March 2012*

- Collaborative Mentorship: Engaging Information School Students in Concurrent Library Employment

### **EDUCAUSE Midwest Regional Conference**

*Poster Session*

*March 2011*

- Usability testing: Workshop handouts and online guides

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## Book Chapter

Talley-Pixley, A. (2011). Becoming a literate information literacy instructor. In Fontichiaro, K. (Ed.), *Information Literacy in the Wild* (pp. 160-168). Ann Arbor, MI. <http://www.smashwords.com/books/view/115254>

## Memberships

- American Library Association
- Association of College & Research Libraries

## Skills

### Technology

- Microsoft Office
- Sakai Learning Management System (UM CTools)
- Adobe Dreamweaver
- Adobe Illustrator
- Refworks bibliographic management system
- Website development tools – Wordpress, UM Sitemaker & MPortfolio

### Other

- Project Management
- Event Planning
- Facilitation
- Instruction
- Contextual Inquiry
- Staff Supervision