

Megan D. Kickbush
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PROFILE:

Meticulous individual who enjoys meeting information needs. Excellent oral and written communication skills. Seeks an opportunity to lead an access services department in an academic library.

ACADEMIC LIBRARY EMPLOYMENT:

Head of Access Services – Xavier University, Cincinnati, OH, Aug 2019-present

- Lead team of 2 support staff who oversee circulation and resource sharing
- Provide research assistance to library patrons in person and virtually
- Lead Access Services through Sierra ILS to Alma LSP migration process
- Successfully lead Access Services through pandemic and transition post-pandemic
- Liaison to Math, Occupational Therapy, Sports Science and Management, Communications, and Theology departments
- Promote board game collection
- Contribute to staff morale
- Participate in campus mission activities

Interim Library Director – Bob Jones University-Greenville, SC, Jan 2017-Apr 2018

Librarian—Bob Jones University-Greenville, SC, Aug 2007-Jan 2017

- Set operations budget
- Order new and remove irrelevant items that support the curriculum and research at BJU
- Oversee and participate in weeding project
- Report on collection and staff statistics both within BJU and to outside organizations
- Regularly communicate with staff via email or staff meetings in regard to daily library activities
- Provide research assistance to faculty and students using a variety of print and electronic resources
- Conduct evaluations of professional, nonprofessional, graduate and undergraduate library staff
- Monitor overdue items for fines or replacement billing
- Give workshops to students and staff members on databases and new technologies
- Supervise inventory department and assist with new workflows
- Subject specialist in mathematics and science
- Evaluate damaged items to recommend repair, replacement, or removal
- Create and improve workflows in Technical and Public Services
- Manage and train student workers in Technical and Public Services
- Catalog (both copy-cataloging and original cataloging) new materials purchased by the library, including books, DVDs, CDs and musical scores.

NONACADEMIC EMPLOYMENT

Underwriter I - Emery Federal Credit Union, Jan 2019-present

Member Services Representative - Emery Federal Credit Union, May 2018-Jan 2019

- Approve and deny loan applications
- Track insurance on items held for collateral
- Provide excellent internal and external customer service

Cashier – Meijer, Inc.-Oxford, Michigan, Jan 2001-July 2007

Trained new cashiers and utility workers

Balanced cash drawers and created daily deposits in cash office

As head cashier, managed other cashiers' scheduled breaks and work responsibilities

Provided pleasant customer service interactions with customers both on a checkout lane and at the service desk

EDUCATION:

Wayne State University – Detroit, Michigan

Master of Library and Information Science, Aug 2005-Aug 2007

Certified in Microsoft PowerPoint

Bob Jones University – Greenville, SC

Bachelor of Science in Mathematics, Aug 2001-Dec 2004

Graduated cum laude

ACHIEVEMENT:

Member, Benefits Committee, Xavier University

Co-chair, Training & Documentation Working Group, OhioLINK

Member, College of Arts & Sciences Curriculum Committee

Chair, Search Committee for Digital Initiatives Librarian, Xavier University

Chair, Periodicals Rightsizing Project, Bob Jones University Mack Library

Vice Chair, Catalog Design Committee, Partnership Among South Carolina Libraries

Chair, New Members Round Table, South Carolina Library Association

REFERENCES:

See attached