# SPECIAL ASSIGNMENT POSITION DESCRIPTION

## Open Educational Resources Liaison
## (One position)

**DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:**
The Open Educational Resources (OER) Liaison will work collaboratively with the Academic Senate, Academic Affairs, and Student Affairs to facilitate the promotion and adoption of OER and low-cost resources for the purpose of enhancing student equity and student success. The OER Liaison will start the process for institutionalizing the use of OER/low-cost resources at the college, advocate for the sustainable use of high quality OER/low-cost resources, and attempt to remove barriers to OER/low-cost resource adoption.

## Reports to: Dean of Academic Affairs (South County Educational Services)

**SAMPLE DUTIES AND RESPONSIBILITIES:**
1) Attend an OER Liaison orientation through Academic Senate for California Community Colleges (ASCCC);
2) Sign up for the ASCCC OER and CCCOER listservs;
3) Distribute ASCCC OER and CCCOER messages to appropriate faculty;
4) Attend ASCCC OER meetings. These meetings may be selected from the monthly OER Liaison meetings (TBD) and the weekly OER webinars (Fridays at 9:30am);
5) Communicate with the Dean, Academic Senate, Distance Education Coordinator/Grant Manager, discipline faculty, administration, and staff regarding OER/low-cost resource promotion and adoption;
6) Establish a presence to promote OER/low-cost resources on the Hartnell website;
7) Participate in OER/low-cost resources professional development;
8) Ensure compliance with OER/low-cost resources directives;
9) Report out to the Academic Senate twice a semester on OER/low-cost resources progress and issues of concern;
10) Promote OER/low-cost resources vigorously and consistently to encourage sustainability and awareness of OER.


**DELIVERABLES EXPECTED:**
1) Monthly reports to Dean, including time and effort reports;
2) Service as a continuing OER/low-cost resources advocate to all CTE faculty;
3) Development of web-pages devoted to OER/low-cost resources;
4) Coordination with Distance Education Coordinator/Grant Manager;
5) Communication with discipline faculty regarding the potential adoption of OER/low-cost resources;
6) Participation in robust OER/low-cost resources professional development.

**DESIRED QUALIFICATIONS AND KNOWLEDGE:**
1) Demonstrated history and knowledge of OER/low-cost issues, regulations, and concerns;
2) Experience teaching with OER/low-cost resources;
3) Experience writing or curating OER/low-cost resources.

**TERMS OF APPOINTMENT:**
1) The anticipated term of assignment begins March 2, 2020 through the end of the Spring 2020 term.
2) Compensation will be a stipend of $6,000.
3) Time commitment is expected to be on average 9 hours a week.
4) Monthly time and effort reports are required to be submitted to and discussed with supervisor.

**APPLICATION PROCEDURE:**
1) Submit a letter of intent that specifies your interest in and addresses your qualifications for the assignment (maximum 1 page).
2) Submit to HR by email to work@hartnell.edu only. Please do not bring hard copy to HR or email Alma Arriaga.
3) Deadline for submission is Friday, February 21, 2020, at 3:00 p.m.