



## **SPECIAL ASSIGNMENT POSITION DESCRIPTION**

### **Zero Textbook Cost (ZTC) Credential Developer (Counselor)**

#### **DESCRIPTION OF PROJECT, WORK, OR SERVICE REQUESTED**

The Zero Textbook Cost Credential Developer Counselor will work collaboratively with the Academic Senate and Academic Affairs to develop a ZTC credential implementation plan (ZIP) enabling course pathways to ZTC credentials. Students should be able to follow the pathways and complete credentials without any textbook cost. This process will involve course mapping, in connection with the current metamajor program maps, and significant research and analysis. The pathways identified in the ZIP should be ready for implementation during the 2024-2025 Academic Year. The pathways should also comply with Chancellor's Office Guidelines.

#### **REPORTS TO: Vice President of Academic Affairs or assigned administrator**

Receives direction from the Vice President of Academic Affairs or another assigned administrator. Incumbents work within a framework of established goals and objectives.

#### **SAMPLE DUTIES AND RESPONSIBILITIES:**

Under the general supervision and direction of the Vice President of Academic Affairs or an assigned administrator, the Zero Textbook Cost (ZTC) Credential Developer Counselor:

- 1) ascertains Chancellor's Office Guidelines for the ZTC program;
- 2) researches the Hartnell College course schedule, and identifies sections that are Zero Textbook Cost (ZTC);
- 3) researches other California Community Colleges and determines which unique credentials should be developed, as the Chancellor's Office does not want duplicative credentials in the Community College system;
- 4) researches success and completion rates for credentials, as the Chancellor's Office prefers credentials which benefit minority students and helps to close the achievement gap;
- 5) maps course pathways for at least two credentials, using only ZTC course sections and following Chancellor's Office guidelines;
- 6) identifies course sections essential to the pathway and gains faculty commitment to adopt Zero Cost textbooks by fall of 2024, if there are gaps in a proposed ZTC pathway;
- 7) participates in professional development related to the ZTC program and Open Educational Resources (OER), when available;
- 8) reports out to the Academic Senate at least twice during the 2023 spring semester.

#### **DELIVERABLES EXPECTED:**

- 1) Development of a plan mapping out at least two ZTC pathways to credentials that conform to the requirements stated above;
- 2) Completion of monthly time and effort reports;
- 3) Progress reports to the Academic Senate twice during the 2023 spring semester.

**MINIMUM EDUCATION AND EXPERIENCE:**

- One year of counseling experience or related assignment at the college level.

**DESIRED QUALIFICATION AND KNOWLEDGE:**

- Advanced knowledge of curriculum and credential requirements;
- Strong background in academic research;
- Demonstrated history and knowledge of OER issues, regulations, and concerns;
- Experience teaching with OER resources;
- Experience writing or curating OER resources.

**TERMS OF APPOINTMENT:**

1. The initial term of assignment will be one academic term.
2. Assignment will commence spring 2023 and will conclude June 30, 2023.
3. Time commitment is expected to be four to six (4-6) hours per week.
4. Compensation will be a \$4,000 stipend.
5. Monthly time and effort reports are required to be submitted and discussed with supervisor.
6. Part-time faculty are invited to apply.

**APPLICATION PROCEDURES:**

1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment. (Maximum of 1 page)
2. Submit to HR by email to [work@hartnell.edu](mailto:work@hartnell.edu) only. Please do not bring paper applications to the Human Resources office or email HR staff directly.
3. Deadline for submission is Wednesday, March 1, 2023, at Noon.

VPAA approved: February 14, 2023

Submitted to HCFA: February 14, 2023