SPECIAL PROJECT ASSIGNMENT POSITION DESCRIPTION
Zero Textbook Cost (ZTC) Grant Project Co-Lead
(Faculty, 2 positions)

DESCRIPTION OF PROJECT, WORK, OR SERVICE REQUESTED

The Zero Textbook Cost grant project co-lead will work collaboratively with the Grant Project Lead, the Academic Senate, Academic Affairs, and faculty to develop and implement a ZTC credential implementation plan (ZIP) enabling course pathways to ZTC credentials. Students will be able to follow the pathways and complete the credentials without any textbook cost. The pathways identified in the ZIP must comply with Chancellor's Office guidelines.

REPORTS TO: Vice President of Instruction and Grant Project Lead

Receives direction from the Vice President of Instruction (VPI) and Project Lead. May also be required to work with other administrators and faculty while the project is ongoing.

SAMPLE DUTIES AND RESPONSIBILITIES:

Under the general supervision and direction of the VPI, the ZTC grant project co-lead will:

1) Support the Project Lead in completing all grant project responsibilities;
2) Help the Project Lead in supervising and overseeing the steps essential to ZTC course and program development including support for faculty as faculty seek, develop, update, and adopt Open Educational Resources (OER);
3) Serve as a designee to meet with the Distance Education Coordinator, Academic Senate President, and other faculty leadership and administration pertinent to ZTC course and program development;
4) Participate in professional development related to ZTC course and program development;
5) Serve as a designee, if needed, to attend and participate in pertinent governance council meetings;
6) Work in conjunction with Project Lead, Information and Technology Resources (ITR) and Communications department to develop robust promotion of OER adoption and ZTC courses and programs;
7) Work with Project Lead to develop marketing strategies;
8) Manage spreadsheet for all applications (Continuing, Adopting, Updating, Creating)
9) Assist Project Lead in tracking distribution and funding of SPAs for all applications

DELIVERABLES EXPECTED:

1) Continuation of ZTC implementation plan inclusive of all steps necessary to develop and implement the five ZTC credential pathways already funded;
2) Updates to ZTC webpage
3) Comprehensive spreadsheet which summarizes all applications to assist in tracking applications/funding, promoting pathways, building a repository list, etc.

MINIMUM EDUCATION AND EXPERIENCE:
- Experience with Zero Textbook Cost (ZTC) and Open Educational Resources (OER)

DESIRED QUALIFICATION AND KNOWLEDGE:
- Advanced knowledge of curriculum and credential requirements;
- Strong background in academic research;
- Demonstrated history and knowledge of OER/ZTC issues, regulations, and concerns;
- Experience teaching with OER;
- Experience writing or curating OER.

TERMS OF APPOINTMENT:
1. Assignment will commence Spring 2026 and end June 30, 2027.
2. Time commitment is expected to be approximately seven hours per week.
3. Compensation will be a stipend paid at the NIC lab rate (timesheet needed).

TO APPLY:
- Submit letter of interest and qualifications to HR no later than Wednesday, March 11, 2026.