

Job Descriptions

UNIVERSITY OF OKLAHOMA LIBRARIES
Open Educational Resources (OER) Coordinator

Open Educational Resources (OER) Coordinator

Position Overview: Creates, promotes and utilizes open educational resources (OERs) and open access content in support of the University of Oklahoma's goal to develop open access textbooks; serves as primary liaison to teaching faculty in this role.

Position Responsibilities:

- Identify likely subjects for the development of OERs.
- Work collaboratively with diverse subject matter specialists to create OERs in a variety of disciplines.
- Promote the development and use of OERs for teaching and learning at OU.
- Promote the discovery and use of OU-created OERs to the educational community beyond OU.
- Identify, describe and index OERs.
- Research and resolve intellectual property rights of materials utilized in the development and creation of OERs.
- Work with appropriate library personnel to preserve OER content created by OU faculty in the University Libraries' institutional repository.
- Guide the development of peer review/evaluation processes for created OERs.
- Explore/experiment and develop tools and applications for OERs and open courseware.
- Define/develop educational objectives to meet learning outcomes.
- Develop diverse learner-centered online course content and activities to meet varying learning modalities.

Skills:

- Ability to consult and collaborate with diverse individuals and groups.
- Ability to effectively communicate orally and in writing.
- Ability to establish effective cooperative working relationships.
- Ability to make effective presentations and communicate ideas.
- Project management: Define goals, develop budgets and timelines, and coordinate existing staff and technology resources to achieve or exceed desired outcomes.
- Ability to assess and learn new technologies quickly.
- Ability to work creatively in a rapidly changing environment.

Jobs@ Template for Role Changes and New Positions

General Position Information	
Why is this request being submitted?	The Library is building infrastructure for scalable, sustainable platforms for open publishing of Library-hosted content under the umbrella of the Library's Scholarly Repository Services unit.
Is this position to be posted?	Yes
POSITION INFORMATION	
Department (Applicant View)	University of Virginia Library
Location (Applicant View)	Charlottesville
Note for the Posting Summary field below: For STAFF - market your position by describing the advantages of applying for this specific posting. Qualifications and employment conditions are presented separately. Please be advised that Posting Summary field below holds maximum 3800 characters.	Academic Discipline-Specific Technology Professional (ADSTP) Specialists use knowledge of information technology, including programming, applications, databases, web design, and software to support activities such as teaching, research, curriculum design, and publishing within an academic discipline.
Posting Summary Please be advised that this Posting Summary field holds a maximum of 3800 characters.	Academic Discipline-Specific Technology Professional (ADSTP) Specialists use knowledge of information technology, including programming, applications, databases, web design, and software to support activities such as teaching, research, curriculum design, and publishing within an academic discipline.
Required applicant documents:	CV / Resume Cover Letter Contact information for 3 References - name, email, phone
Optional Documents:	
Hiring Official Name	Ellen Ramsey
Hiring Official Phone Number	434-243-7079
Hiring Official E-mail Address	Ecr2c@virginia.edu
How many positions will you need to fill with this posting?	1
Reason for Posting	The Library is building infrastructure for scalable, sustainable platforms for open publishing of Library-hosted content under the umbrella of the Library's Scholarly Repository Services unit.
Area of Interest:	
Posting for UVA Employees Only:	Yes (this is true for the first five days that a position is posted)

UNIVERSITY OF VIRGINIA LIBRARIES

Open Publishing Librarian

Primary Shift	Day
When should position be posted? (If not ASAP, please specify a date)	ASAP
Closing Date	Open Until Filled
Advertisement Copy	<p>The University of Virginia Library seeks applicants for the position of Open Publishing Librarian. The position will focus on advancing infrastructure for scalable, sustainable platforms for open access journal hosting, open educational resources, and emerging open modes of scholarship, under the umbrella of the Library's Scholarly Repository Services unit.</p> <p>The successful candidate will provide innovative, creative leadership for a newly-created position in the Library dedicated to advancing the University's growing engagement with contemporary, open, and scholarly publishing issues.</p> <p>The Open Publishing Librarian engages with University and Library communities to explore and establish best solutions for digital publication and preservation of scholarly work, leveraging evolving technologies for dissemination and discovery of UVA research and scholarship. Initial work will focus on investigating and assessing scalable, sustainable platforms for open access journal hosting and new modes of open scholarship under the umbrella of the Library's Scholarly Repository Services unit. Work will evolve to include presentations about and direct patron support of selected platforms, as well as evaluating capacity and applications for new modes of open publishing within the Library's purview. Close collaboration is expected with the Scholarly Repository Services team and Digital Preservation Librarian to ensure alignment with repository and preservation standards and recommend changes and/or relevant new services. The ideal candidate will be a skilled presenter and advocate comfortable partnering with diverse groups of stakeholders to promote a comprehensive view of the Library's scholarly repository and open publishing resources.</p>
EO/AA Statement for Your Organization:	The University of Virginia is an affirmative action/equal opportunity employer committed to diversity, equity, and inclusiveness.
Employment Conditions:	Criminal History Sexual Offender Registry
EXEMPTION INFORMATION	
Start Date for Exemption	
End Date for Exemption	
Candidate Information	
First Name:	
Middle Initial:	
Last Name:	

UNIVERSITY OF VIRGINIA LIBRARIES
Open Publishing Librarian

Suffix:	
Reason for Exemption An exemption from the faculty recruitment procedures is requested for the following reason:	No Response
Additional Notes on Exemption	
Organization	207 UVA
School/Unit	University Library
What is the primary purpose of this position?	<p>The Library is building infrastructure for scalable, sustainable platforms for open publishing of Library-hosted content under the umbrella of the Library's Scholarly Repository Services unit.</p> <p>The Open Publishing Librarian engages with University and Library communities to explore and establish best solutions for digital publication and preservation of scholarly work, leveraging evolving technologies for dissemination and discovery of UVA research and scholarship. Initial work will focus on investigating and assessing scalable, sustainable platforms for open access journal hosting and new modes of open scholarship under the umbrella of the Library's Scholarly Repository Services unit. Work will evolve to include presentations about and direct patron support of selected platforms, as well as evaluating capacity and applications for new modes of open publishing within the Library's purview.</p>
Cite specific examples of decisions made with supervisory guidance AND specific examples of decisions made without supervisory guidance.	<p>Without Supervisory Guidance:</p> <ul style="list-style-type: none"> -Direct patron support of selected platforms, including help ticket responses, training for student and faculty editors, technical support for publication deposits. - Researches emerging trends in scholarly publishing, new business models, the marketplace, and new technologies to inform and guide the library's digital publishing strategies. - Engages with faculty to explore issues and solutions for digital publication and preservation of work eligible for Library open publishing initiatives. -Writes and maintains documentation for selected platforms. <p>With Supervisory Guidance:</p> <ul style="list-style-type: none"> -Prepares recommendations based on research of new platforms and systems for support of open publishing initiatives. Supervisor will and stakeholders. -Serves on project team(s) assembled to implement recommended platforms, contributing operational and policy input based on research and expertise. -Supervisor provides high-level decision making and prioritizes projects, reviews and channels appropriate resource requests for recommended models to Library and University leadership.
Working Title:	Open Publishing Librarian
Number of Work Hours Per Week: (format: xx.xxxx)	40.000

UNIVERSITY OF VIRGINIA LIBRARIES

Open Publishing Librarian

Percent of Duty Total: 100			
Percentage of Time	Responsibility Title	Duties	Level of Importance (High, Average, Low)
30	Best Practices Advocacy	<ul style="list-style-type: none"> • Researches emerging trends in scholarly publishing, new business models, the marketplace, and new technologies to inform and guide the library's digital publishing strategies. • Engages with stakeholders (including faculty, library colleagues, and other publishing/educational content providers inside and outside UVA) to explore issues and solutions for digital publication and preservation of work eligible for Library open publishing initiatives. • Collaborates with the Scholarly Repository Services team and Digital Preservation Librarian to ensure alignment with repository and preservation standards and recommend changes and/or relevant new services. • Serves on project team(s) assembled to implement recommended platforms, contributing operational and policy input based on research and expertise. 	High
30	Open Publishing Service Coordination	<ul style="list-style-type: none"> • Coordinates service configuration, maintenance, and outreach for selected platform(s), including coordinating with LibIT and ITS on technical requirements, supervisor and Library leadership on policy development and review, integration with existing Library and University services, and implementation planning and delivery. • Serves as primary open publishing contact within Scholarly Repository Services for faculty, users, disciplinary liaisons, and technology partners (Academic Engagement, LibEx, ITS, and outside vendors). • Serves as a member of the Library's Libra Services Team, representing open publishing interests within the Library's scholarly repository structure. 	High
30	Open Publishing Patron Support	<ul style="list-style-type: none"> • Provides direct support for open publishing, including journals and educational content published through the Library's chosen platform(s). • Delivers training for student and faculty editors and authors • Provides technical support for publication deposits. • Conducts periodic quality control and review of relevant self-deposited metadata and content in Libra institutional repository and Virgo discovery systems, contacts users to resolve issues. • Writes and maintains documentation for selected platform(s). 	High

10	Developmental Activities	<ul style="list-style-type: none"> Engages in regular professional development to maintain an up-to-date knowledge of developments in the field. Engages in research and development in order to provide continuous improvement of services in response to changing user needs. Participates in library committees, communities or groups which maybe self selected or may be assigned. 	Average

Qualifications

Required and Preferred Qualifications

<p>Required Education</p> <p>What is the minimum level of formal education required to successfully perform the duties and responsibilities of the position? Choose one.</p>	Bachelor's degree or equivalent experience in Computer science, MIS, Computer Engineering or related discipline.
<p>If any specific degree/training is required, please specify:</p>	
<p>Required Experience</p>	Some - up to 4 years
<p>If any experience is required, please specify kind of experience:</p>	Experience with institutional repository, electronic publishing, or educational content platforms or services.
<p>Required License or Certification:</p>	(Yes or No)
<p>If yes, what is the required License or Certification.</p>	
<p>Required Knowledge, Skills and Abilities:</p>	<ul style="list-style-type: none"> Demonstrated ability to efficiently learn and support users of new computer systems/software Ability to work effectively with students, faculty, and

	<p>staff, both independently and in a team environment</p> <ul style="list-style-type: none"> • Ability to plan, develop, and manage projects • Excellent interpersonal and communication skills • Strong presentation skills
Required Computer Applications:	
<p>Preferred Education</p> <p>What level of education is preferred to successfully perform the duties and responsibilities of the position? Choose one.</p>	MLS/MLIS from an ALA-accredited program
<p>If any specific degree/training is preferred, please specify type:</p>	MLS/MLIS from an ALA-accredited program
Preferred Experience	
<p>Preferred Experience</p> <p>If any experience is preferred, please specify kind of experience:</p>	<ul style="list-style-type: none"> • Significant relevant professional experience in either an academic library or a publishing company • Knowledge of publishing practices and processes for scholarly journals and/or educational resources (e.g. review, editorial, production processes) • Familiarity with digital repository platform(s)
Preferred License or Certification:	MLS/MLIS from an ALA-accredited program
<p>If yes, what is the preferred License or Certification.</p>	MLS/MLIS from an ALA-accredited program
Preferred Knowledge, Skills and Abilities:	<ul style="list-style-type: none"> • Familiarity with current trends and emerging issues regarding copyright, open access, and scholarly communication, particularly as they relate to publishing and/or institutional repositories.
Preferred Computer Applications:	Web, PDF, text, and imaging software experience preferred.

VIRGINIA TECH LIBRARIES

Three years of Open Education position descriptions

Three years of Open Education position descriptions

JOB DESCRIPTION

YEAR 1: Open Education and Online Learning Environments Librarian

RANK: Instructor

The Open Education (OE) and Online Learning Environments Librarian will promote the findability, use, assessment, and creation of open educational resources with faculty, staff, and students. The position will specialize in maintaining current awareness of trends and issues in open education, developing an in-depth knowledge of open educational resources (OER) and their sources, and communicating these trends, issues, and knowledge to the campus community. Liaise with OER initiatives and communities of practice (e.g. MERLOT, OER Commons, MITE, Creative Commons, AL\$). The Libraries' OE program is in its pilot phase. The position will assess needs in regards to OE approaches and explore what the program can become.

Among the chief activities of the position will be:

35%: Survey the online learning environment at this institution and beyond. Identify service models used by other libraries in support of online and distance learning. . . liaise with the educational technology unit.

25%: Explore and disseminate information regarding Open Educational Resources (OER) (to include digital textbooks and multimedia) to the Library community and interested Faculty at this institution. Identify current practices of this institution's faculty. Survey ARL peer institutions, particularly focusing on 1) Ways that librarians are providing support and services in this space; 2) Ways that instructors are currently using open educational resources; and 3) Uncover any advocacy for OER by ARL members and their impact on teaching/learning. Identify opportunities for the Libraries to lead or partner in initiatives regarding OERs at this institution.

15%: Develop set of guidelines and checklist for faculty regarding using licensing content for educational use (in classroom and online).

25%: Other education and liaison responsibilities.

YEAR 2: Assessment, Open Education, and Online Learning Environments Librarian

RANK : Instructor

DEPARTMENTS (3): **Assessment and Branch Operations**
 Learning Environments
 Scholarly Communication

The chief activities of the position will be:

60% Assessment

15%: Online/distance learning partnerships and exploration

15%: Continue to identify opportunities and potential directions for the Libraries' OER program to lead or partner in initiatives regarding OER at this institution. Engage, disseminate

VIRGINIA TECH LIBRARIES

Three years of Open Education position descriptions

information, and develop champions among Library faculty/staff, interested non-library faculty, and students at this institution regarding Online Educational Resources (OER) (to include digital textbooks and multimedia), Copyright, open licensing, and Creative Commons in conjunction with other members of the Scholarly Communications Team's broad conversation with faculty regarding Open Publishing. Continue to liaise with initiatives outside of this institution's working with open educational resources. Participate in the Information Policy & Rights Working Group with regard to U.S. Copyright Law.
10% - Library liaison to this institution's Economics and Mathematics departments.

YEAR 3:

TITLE: Open Education, Copyright, and Scholarly Communication Librarian
RANK: Assistant Professor
DEPARTMENT: Scholarly Communication

- 60% Supports the University Libraries' research and scholarly communication initiatives, including:
- Contributing to the development of University Libraries' research and informatics programs and engages in research and scholarly communication initiatives and service activities.
 - Providing leadership and expertise for University Libraries and the research and informatics division in areas related to open educational resources (OER), copyright, and open licensing.
 - Explores and disseminates information regarding OER to the library community and interested faculty at this institution.
 - Identifies opportunities and potential directions for campus OER initiatives. Engages, disseminates information, and develops champions among Library faculty/staff, interested non-library faculty, and students regarding OER, copyright, open licensing, and Creative Commons in conjunction with open e-publishing initiatives. Liaises with groups outside of the university working with open educational resources.
- 30% Serves as the library liaison to the assigned departments of economics, mathematics, and legal studies.
- 8% Upholds a breadth of professional responsibilities and initiatives by . . .
- 2% Performs other duties as assigned