

Job Description

Position Title: Director, Open Educational Resources

Job Group: Academic Affairs

Job Level Group: Director

FLSA Status: Exempt

Position Summary:

The Open Educational Resources Director has a dual-purpose role involving directing OER operations to institutionalize OER throughout the College and developing, maintaining and overseeing collaborative college-wide processes for course material and textbook adoption, with the goal of minimizing textbook and course material costs to students, while ensuring compliance with laws and policies. This position collaborates with multiple units in the College, including Academic Affairs and PimaOnline, and their duties are comprehensive and complex in nature, often involving leadership with multiple strategic goals, initiatives, and projects and directing outreach internally and externally to expand course materials cost savings awareness institutionally and throughout the community.

The position serves as a representative of, and liaison for, Academic Divisions for OER and course materials and negotiates with the bookstore, publishers, and other vendors to arrive at substantial cost-savings for students. In addition, the Open Educational Resources Director works with STAR to document cost savings and related measures while developing and leading processes for continuous improvement.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serves as College point-of-contact for bookstore vendor to ensure accurate representation of textbook materials and costs while also negotiating costs.
2. Works with divisions and Discipline Faculty Committees (DFCs) to communicate process.
3. Examines current processes to identify gaps and makes data-driven and observational-based decisions to address barriers related to equitable access in quality course materials representing diverse voices.
4. Develops and implements procedures across departments to ensure accuracy in textbook information and costs displayed publicly via Schedule of Classes and other areas.
5. Direct and develops efforts to inspire and recruit faculty to develop, adopt, and/or assess open educational resources for the benefit of students.
6. Directs and develops initiatives to assist faculty with locating and adapting library resources and OER into their curriculum.
7. Directs and develops programs and initiatives with faculty librarians to coordinate selection of digital content and services in relation to OER initiatives.

8. Raises awareness of and celebrates OER across the campus, encouraging and generating broad participation by departments, faculty, and students through close collaboration with inter-institutional partners for textbook affordability and OER effort.
9. Develops and implements OER policies relating to copyright, open licensing, and attribution of Creative Commons licensed materials.
10. Develops an open content platform and supports the production and publishing for faculty, students, and staff, including training, professional development, and technical support.
11. Directs college-wide outreach to encourage sharing faculty and student work in open access venues.
12. Develops and shares metrics that assess the value of open content.
13. Directs collaborative activities such as library instruction, reference, assessment, library services and collection development.
14. Serves on appropriate College committees, workgroups, and task forces as the resident expert on OER usage and increasing textbook affordability overall.
15. Provides an annual report on OER cost savings and adoption developments to the Faculty Affairs area.
16. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge and application of organizational and time management principles
4. Skill in analyzing data and drawing conclusions
5. Skill in effective communication (both written and oral)
6. Skill in problem solving
7. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures, and may set priorities and organize work within general guidelines established by supervisor/manager.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's degree or in Education, Instructional Design, or a closely related field of study required.
 - Five (5) to Eight (8) years of related experience required
 - Eight plus (8+) years of related education or higher education experience preferred
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required