



## BCGEU POSITION DESCRIPTION

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**POSITION TITLE:** Open Education Strategist

**JOB NUMBER:** 791

**REPORTS TO:** Associate Vice Provost, Open Education

**INCUMBENT:**

**DEPARTMENT:** Open Education

**DATE CREATED:**

**JOB CLASS:** Pay Level 15

**DATE REVISED:** April 8, 2020

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### PRIMARY FUNCTION

The Open Education Strategist provides project management and support for various open education initiatives and direct pedagogical consultation and technical training to KPU educators and programs on how to discover, adopt, adapt, or create open educational resources (OER) and how to design learning experiences that integrate principles of open pedagogy. The incumbent oversees the regular collection, management, and reporting of data for the Zero Textbook Cost (ZTC) program, plans the annual Open Education Research Institute, and provides support to OER grantees, Open Pedagogy Fellows, and Open Education Research Fellows. Through consultations, materials and training, the incumbent communicates open education trends and practices to educators and peers. Collaborating with Teaching and Learning Commons staff, librarians, and other stakeholders within and outside of KPU, this position advances, supports, and evaluates open educational practices for KPU.

### JOB DUTIES AND TASKS

1. Manages OER creation/adaptation projects, including those funded by OER grants and supported by the Library's Open Publishing Suite (OPUS).
2. Provides pedagogical and technical consultation and support to educators and programs. This includes consultation on how to discover, adopt, adapt, or create open educational resources (OER) and how to design learning experiences that integrate principles of open pedagogy.
3. Provides training (e.g., Creative Commons licenses, Pressbooks, H5P, etc.) for faculty, staff, and student assistants involved in OER creation/adaptation projects.
4. Provides training and support to Open Pedagogy Fellows and Open Education Research Fellows.
5. Plans and coordinates the annual Open Education Research Institute.
6. Oversees the collection, management, and reporting of ZTC data.
7. Develops additional strategies to support KPU's Open Education Strategic plan.
8. Designs, develops and delivers information, resources, education, training, and support for faculty, instructors and other educators on the use of OER (e.g., open textbooks), the design of



open pedagogies (e.g., renewable assignments) and the use open education technology tools (e.g., Hypothes.is, H5P, Wordpress, etc.).

9. Responds to queries in the online open education question queue.
10. Researches and maintains currency with evolving and emerging open educational practices.
11. Supports internal and external communications related to open education, including the Open Education newsletter, social media posts, and Open Education booths at student orientations, campus open houses, and other student recruitment events.
12. Gathers and shares information about relevant OER with departmental liaison librarians.
13. Communicates emerging open educational practices to faculty and staff.
14. Makes informed recommendations about the future prospects of specific open education technologies.
15. Collaborates with members of other units to support educators or programs to meet their goals (e.g. Teaching & Learning Commons, Library, IT, experiential learning, etc.).
16. Liaises with external partners as necessary (e.g., BCcampus, OERu, etc.).
17. Performs other related duties as required.

**SUPERVISION RECEIVED:**

This position reports to the Associate Vice Provost, Open Education.

**SUPERVISION/DIRECTION EXERCISED:**

This position supervises 2-5 student assistants.

This position provides an initial workplace orientation to new student assistants and gives work instructions to student assistants.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Organize, supervise or coordinate a multi-user information system (e.g. set up and maintain a data collection system to provide structure for multi-users).

Lift up to 20lbs. 1-2 times a month during set up and take down for events.

**FINANCIAL RESOURCES:**

This position participates in the preparation of cost estimates of software/hardware and resources in open education projects, provides input towards the purchase of software, equipment and training materials, and signs for and verifies receipt of purchases.

This position participates in the preparation of cost estimates hospitality and other event-related expenses, provides input towards the purchase of event-related materials, and signs for and verifies receipt of purchases.

*The above statements reflect the general details considered necessary to describe and evaluate the principal functions of*



*the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

## **EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

- Current knowledge of open educational resources (OER) and Creative Commons licenses
- Current knowledge of how to discover, adopt, revise, and remix OER
- Demonstrated ability to create or adapt OER using open education tools (e.g., Pressbooks, H5P, etc.)
- Current knowledge of open pedagogy (e.g., renewable assignments)
- Demonstrated ability to design, develop and deliver information, resources and training on open educational practices.
- Excellent oral and written communication skills including the ability to present information in a clear and concise manner, and to be persuasive.
- Ability to translate and explain technical information to non-technical audiences.
- Demonstrated ability to deal with sensitive situations that call for the use of diplomacy, tact and professionalism in the delivery of information and explanations.
- Demonstrated judgment, discretion and the ability to maintain a high degree of confidentiality.
- Ability to liaise effectively and diplomatically with a wide variety of internal and external stakeholders and to advocate on behalf of the University.
- Experience developing, planning and administering projects.
- Excellent organizational and time management skills, demonstrated attention to detail.
- Demonstrated ability to take initiative and work independently.
- Proven ability to juggle and prioritize tasks, work to deadlines and demands, make responsible decisions and determine when to seek advice.
- Demonstrated change management skills which include supporting and encouraging new ideas and approaches to build organizational efficiency.
- Highly customer service oriented, with the ability to create a positive and meaningful customer experience.
- Experience with managing internal and external communications and event planning and coordination, particularly within an institutional or corporate environment.
- Ability to arrange transportation to various campuses and off-campus locations and flexibility to adjust work hours as required.
- Demonstrated team leadership and the ability to engage and motivate employees.
- Demonstrated interpersonal skills to work collaboratively as an effective team player with all levels of the organization.
- Demonstrated ability to provide leadership and direction.
- Takes initiative, is proactive, resourceful, creative and solution-oriented,
- Committed to continuous improvement and professional development

## **EMPLOYER REQUIRED EDUCATION & EXPERIENCE**

- A Bachelor's degree is required. A Master's degree is preferred. A specialization in Communications, Education, Marketing, Educational Technology, or Library & Information Science would be an asset.



- A minimum of two years of experience with developing or supporting the development of OER, using open education technology tools (e.g., Pressbooks, H5P, Hypothes.is, etc.), and facilitating workshops or conducting training with educators, or an equivalent combination of education, training, and experience.

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Knowledge Skills & Abilities revised:

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