**Open Educational Resources (OER) Librarian**

**Posting Details**

**Position Information**

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| **Position Type** | Administrative/Professional Faculty |
| **Role Title** | Librarian |
| **Position Working Title** | Open Educational Resources (OER) Librarian |
| **Pay Band** |  |
| **Position Number** | FA083 |
| **Full or Part Time** | Full Time |
| **Recruitment Type** | General Public – G |
| **Location** | Virginia Beach |
| **Position End Date (if temporary)** |  |

**Job Description Information**

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| **Job Posting Number** | FT00289 |
| **Job Description Summary** | The Open Educational Resources (OER) Librarian is responsible for college-wide administrative support of TCC’s OER initiatives, with emphasis on professional development, identification of OER course content and overall support for adoption of OER.  The OER Librarian reports to the Associate Vice President for Libraries. |
| **Function** | 1. Coordinates support for OER and Z-degree courses and programs college-wide. Provides administrative support and coordination for programs seeking Z-degree status. Schedules and coordinates the periodic review of Z-courses. Maintains the official record of approved Z-courses and qualified Z-instructors; reviews the course schedule each semester to ensure all offered Z-courses are approved and Z-instructors are qualified per policy 2108. Serves on the Z-degree advisory committee.  2. Coordinates with the Office of Faculty Professional Development scheduling of Pathways and other OER professional development courses and related activities. Ensures a sufficient number of qualified Pathways facilitators are available to support faculty demand. Ensures master Pathways course content is up to date and in use by all Pathways facilitators. Serves as a Pathways facilitator. Tracks faculty participation and completion of the Pathways course. Ensures an accurate roster of Z-qualified faculty is maintained and readily available to all deans and the credentialing office. 3. Works with the OER Faculty Lead, Instructional Designers and a team of campus-based Librarians to assist faculty with the process of adopting OER content per Policy 2108. Provides administrative support and identifies resources to assist faculty in adopting OER. Fields faculty inquiries concerning OER and Z-courses, and provides information and referrals as needed. 4. Advocates for the sustainable growth of OER adoption at TCC. Expands awareness of Z-degree programs, policy and support services; assists with the development and implementation of strategies to recruit faculty to adopt OER. Explores and disseminates information regarding OER to the TCC community. Liaises with other institutions undertaking OER initiatives and OER communities of practice, such as VIVA and OpenVA. 5. Provides leadership and expertise for TCC Libraries in areas related to OER, copyright and open licensing. Conducts research to identify OER-related content and services for acquisition by TCC Libraries, including information resources in any format and content curation platforms or services. 6. Works with the Associate Vice President and the Library Staff Development Team to identify library OER training needs, and participates in the coordination of programs to provide relevant library staff with the skills necessary to deliver quality OER support services. 7. Maintains the OER LibGuide, Z-degree SharePoint site, and other related resources necessary to support the information needs of TCC Librarians, faculty and administrators. 8. Maintains current knowledge of emerging trends and effective practices in OER, copyright, open licensing, instructional design and online pedagogy via professional reading, discussion lists and conferences as appropriate. 9. Works on special projects as requested. Actively participates in library planning and assessment activities. Stays current on research technologies by keeping up with professional literature and attending professional library association meetings. 10. Miscellaneous duties include: 1) serving on college and state committees; 2) supporting library operations at any TCC location as needed. |
| **Required Qualifications** | * Master’s or doctorate degree from an ALA-accredited graduate program. * Demonstrated experience with and extensive knowledge regarding the identification, curation, licensing and best practices associated with the adoption of Open Educational Resources for teaching and learning. * Ability to plan effectively and to lead a college-wide library planning team in a multi-campus setting. * Knowledge of contemporary library practices and trends, including emerging technologies. * Experience using and instructing students, faculty and library patrons on library information resources including electronic databases, print, and media. * Experience conducting the reference interview process. * Experience providing excellent customer service. * Knowledge of and experience in the use of microcomputers, technology, software, and online tools for library applications. * Excellent oral and written communication skills. * Ability to make effective and appropriate decisions in a timely and efficient manner. * Ability to work with diverse populations to include students, faculty, administrators, and library patrons. * Ability to devise research strategies and to prepare subject guides, resource lists, handbooks, and other print and online materials to support the information needs of faculty and students. * Ability to prepare and conduct library instruction classes and to assist patrons with information searches using electronic and print resources. * Experience at an academic library. |
| **Preferred Qualifications** | * Experience at a community college library. |
| **Work Schedule** | Varies |

**Posting Detail Information**

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| **EEO Statement** | Tidewater Community College is an EEO/AA employer and is strongly committed to achieving excellence through cultural diversity. The college actively encourages applications by and nominations of qualified minorities, women, disabled persons, and older individuals. |
| **E-Verify Statement** | After accepting employment, new hires are required to complete an I-9 form and present documentation of their identity and eligibility to work in the United States. Tidewater Community College uses the E-Verify system to confirm identity and work authorization. |
| **Open Date** | 09/16/2016 |
| **Close Date** |  |
| **Open Until Filled** | Yes |
| **Hiring Range** | Expected salary range of $54,961 to $80,387. |
| **Salary Information** | Actual salary will be determined based on individual qualifications and experience with consideration for internal alignment factors. The college offers an excellent benefits package. |
| **Additional Information** | This position requires satisfactory completion of background checks prior to employment. This position is contingent upon availability of funding. |
| **Special Instructions to Applicants** | Review of application materials will commence October 12, 2016 and continue until filled.  Unofficial transcripts will be accepted with the application; however, no offer of employment will be made prior to official transcripts being provided to the college. |

**Documents Needed to Apply**

**Required Documents**

1. Résumé
2. Cover Letter/Letter of Application
3. Unofficial Transcripts

**Optional Documents**

1. Unofficial Transcripts 2
2. Unofficial Transcripts 3

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).