

## **RDM OER Project Coordinator – Part Time**

An informal coalition of research data management experts and practitioners is creating an open educational resource (OER) for research data management in the Canadian context. Open textbooks improve access to information and learning, reduce costs for students, enable interactive and multi-media content, allow for ongoing updates and revisions in fast-changing contexts, and showcase the expertise of contributing authors. The coalition includes research data management librarians, practitioners, and faculty members from universities across Canada, as well as experts in OER to support the development and dissemination of the resource. The coalition is seeking a student Project Coordinator to assist with the management of this development of this resource.

### **Position Description**

The Project Coordinator will be responsible for the following elements, initiatives, or activities:

1. Conduct environmental scans on relevant subjects, with a focus on identifying related resources and opportunities. This would include identifying RDM material in various media formats that are appropriately licensed for inclusion; identifying subject-matter experts; identifying funding opportunities.
2. Facilitating communication among the coalition, including coordinating meetings and managing shared documents, ensuring regular communication and interactions with key stakeholders, and maintaining and distributing meeting notes and an action register of tasks and their status.
3. Supporting the creation and implementation of an overall project plan and processes (including tracking project milestones, timelines and deliverables).
4. Assist in preparing an OER outline, identifying gaps, and drafting and sharing a Call for Proposals, as well as evaluating responses to the CFP.
5. Assist in putting together a style guide and chapter template that will be shared with chapter authors.
6. Assist in preparing grant proposals for resources to further support this project.
7. Assist with review and editing of content for inclusion in the OER.
8. Collaborate with members of the coalition or other contributors to the OER on work related to the OER.
9. Other duties as required to effectively leverage the expertise in the coalition to successfully deliver an RDM OER.

The position will take direction from the editorial leads (Kristi Thompson, Elizabeth Hill, Emily Carlisle-Johnston, Western University) and project coordinator (Lachlan MacLeod, Dalhousie University) and collaborate with various members of the coalition. The position administratively reports to Mike Smit, Dalhousie University.

In general, we expect the successful candidate to manage their own time, but infrequently deadlines may require particularly focused effort on a stricter timeline, which will be scheduled in advance and compensated with time in lieu.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity).

### **Qualifications and Position Requirements**

Students in information or library and information studies Masters or PhD programs are preferred. Graduates of these programs and those in related fields may be considered. You should consider applying if you have many of the following qualifications:

- Well organized, with the ability to multi-task and work effectively as part of a team.
- Strong interpersonal, management and communication skills, capable of working with both technical and non-technical colleagues and ability to communicate effectively and achieve project objectives.
- Creative thinker and problem-solver, capable of identifying and resolving problems while also knowing when to seek help.
- Interested in constructive feedback and learning from others; but also capable of directing your own learning.
- Reliable, with a strong work ethic, attention to detail, and a positive attitude towards your work and colleagues.
- Have an understanding of, or experience with, research and publication processes.

Other qualifications to be considered an asset:

- Project management experience or certification (e.g. PMP)
- Experience or training in research data management
- Experience or training in open educational resources, open licensing, and/or other open authoring work
- Experience or training in research and research methods

### **Compensation and Benefits**

We believe this opportunity is an excellent apprentice-style learning opportunity for the right candidate, particularly those interested in a career in Research Data Management, particularly within academic libraries. The contributions of the project coordinator will be acknowledged appropriately in the completed OER.

\$21.50/hr + 4% vacation pay for 8-10 hours per week (total hours of work will be decided at contract start). This position is currently funded from September 15, 2021 - March 31, 2022. The position may be extended if the candidate is interested and additional funding is identified.

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

### **To Apply**

Email a cover letter and resume to [Mike.Smit@dal.ca](mailto:Mike.Smit@dal.ca) before September 7, 2021.