

## **COMPTON COMMUNITY COLLEGE DISTRICT**



### **OPEN EDUCATIONAL RESOURCES COORDINATOR**

#### **POSITION DESCRIPTION**

The Open Educational Resources (OER) Coordinator will report to the assigned administrator to increase the adoption of open educational resources on campus. The coordinator will complete their work with the goal of increasing student success, equity, and inclusive excellence using open educational resources. The OER Coordinator will be responsible for leading faculty recruitment for grant programs, raising campus awareness about OER, and will represent Compton College as the OER Liaison with the Academic Senate for California Community Colleges (ASCCC) Open Educational Resources Initiative (OERI).

#### **DUTIES AND RESPONSIBILITIES**

1. Attend and participate in OER Committee meetings.
2. Recruit and onboard participants in OER programs, including grant programs, using existing OER or developing original OER materials.
3. Provide faculty with technical support identifying existing OER, navigating copyright concerns, and publishing original resources.
4. Work collaboratively with the assigned administrator and Director of Professional Development to plan and deliver OER training to faculty.
5. Represent the college as OER liaison at statewide meetings and convenings of the ASCCC.
6. Work collaboratively with the appropriate stakeholders to plan and deliver professional development related to OER for students, faculty, administrators, and classified professionals.
7. Work with the assigned administrator to maintain a database of proposals and OER courses.
8. Collaborate with assigned administrator to distribute student advertising for OER courses.
9. Maintain the College's OER Commons Hub.
10. Assist the assigned administrator with maintaining the Database of OER ZTC/Low-Cost courses.
11. Collaborate with the assigned administrator in updating an OER Website for students, faculty, and classified professionals.
12. Collaborate with the OER Committee and assigned administrator on the creation/adoption of an OER evaluation template for newly created materials.
13. Coordinate with the Articulation Officer to be sure OER courses are being accepted for transfer.
14. Creation of OER guides for students and faculty, that can also be integrated into Canvas.
15. Encourages faculty sharing materials in the true spirit of OER, making materials open for others to use.
16. Provides training and assistance to faculty to share their OER.

**REQUIRED QUALIFICATIONS**

Full-time Compton Community College District instructor.

Preferred Qualifications

At least two years of experience developing or using OER or teaching with Zero Textbook Cost courses.

Completion of any formal OER training/professional development.

**Salary Range:** Current Salary and the Open Educational Resources (OER) Coordinator will be compensated with 25% reassigned time, subject to the approval of the President/Chief Executive Officer.

**Conditions of Employment:** Temporary assignment, full-time Compton Community College District instructor.