

Job Position Title

Section 1: Position information

Effective date: 2024-07-01	
<input type="checkbox"/> Update only	<input checked="" type="checkbox"/> Classification review
Position title	Open Educational Resources (OER) Project Coordinator
Position number	998514
Classification level	Excluded Professional – Level B
Location	Alberta-Virtual
Department	AU Press
Reports to	Director, AU Press

Position summary

The OER Project Manager will oversee the planning, development, and production process of open educational resource (OER) projects supported by Athabasca University Press, including those published under AU Press's OER imprint. In collaboration with the OER Librarian and the OER program selection committee, the incumbent will acquire, review, select, and develop project plans for the publishing projects supported by the program, including developing project budgets and schedules and ensuring that projects meet academic publishing standards. They will work closely with the OER Librarian and AU faculty to prepare materials for the professional publishing process. The incumbent will manage all stages of the project including planning, copyediting, typesetting, and through to completion. The incumbent will work closely with press staff to ensure projects meet academic and accessible publishing standards. As a member of the AU Press team, they will assist with other departmental tasks and projects as requested.

The incumbent will, in coordination with the OER Librarian, play an integral role in the success of the OER strategy at AU and as such, they will be involved in the internal and external promotion of the program and the deployment of AU's OER program.



Duties and responsibilities

Publishing-50%

- Responsible for managing the publication of OER projects, written or adapted by AU faculty and adopted for use in AU courses.
- Prepares materials for copyediting and typesetting, or other project collaborators.
- Assigns work to a variety of freelance service providers, including copyeditors, graphic designers, typesetters, and others and maintains regular communication with all.
- Works with OER authors to review revisions and/or editing and complete proofing stages.
- Develops efficient workflows and continuous process improvement strategies.
- Establishes, updates, and communicates OER publishing guidelines and procedures to ensure the appropriate level of content quality, publishing consistency, and a successful product is achieved.
- Provides publishing support to AU Press for their scholarly publishing program as necessary.

Project planning -30%

- Works with faculty to create a shared understanding of the project, including its goals, timeline, budget, and expectations, and maintains open communication during the project to ensure continued alignment.
- Serve as the main point of contact for faculty or staff working on adaptation or creation OER projects that will result in a submission to the OER program for consideration.
- Consults with OER authors on prospective projects, in collaboration with the OER Librarian Performs a review of submitted materials to determine editorial and design requirements.
- Develops project plans and project budgets that are approved by the Director.
- Provides guidance to OER authors on file preparation, including developing appropriate editorial guidelines and ensuring submissions are complete and of a high quality.

OER program development and promotion - 20%

- Serves as an ambassador of AU's OER program internally and externally.
- Collaborates cross-departmentally to promote and acquire OER projects.
- Works closely with the OER Librarian to develop program guidelines, implement processes, and provide educational material related to the development and publishing of OER.
- Participates in relevant communities of practice and applies learnings and best of practices from external OER programs or policies.
- Working with the Director, develops OER program requirements and procedures.

Classification factors

Communication:

- The incumbent will work directly with AU faculty in the development, production, and delivery of their OER to students. Clear and frequent communication ensures that all parties are aligned on the vision, goals, and timelines for the production process.
- Serves as the liaison between Course Production staff and the program and must ensure work is aligned with course revision timelines and course related delivery dates.



- The incumbent will serve as the main point of contact for AU Press's OER projects and its contributions to the university's OER strategy. Clear and engaging communication will be required to advance the OER strategy and increase participation in the program by faculty members in a non-authority environment.
- They will represent AU Press's OER imprint and the OER program to internal and external audiences in the form of individual project progress reports, annual reporting on costs and student savings, and communication of both short-term and long-term strategic objectives.
- On occasion the incumbent will be required to speak at events and conferences about AU and AU Press's OER publishing program.

Supervision:

- No direct supervision of departmental staff.
- Hires and manages freelance service providers including but not limited to copy editors, proofreaders, indexers, media production experts and graphic designers.
- Supervises and reviews the work of freelancers, and if required, editorial interns, and student employees.
- Evaluates services provided by external service providers against expected behaviours and performance.

Impact of service or product:

- The publishing of OER that are adopted for use in AU courses will result in savings to both students and AU as these resources will reduce student course material costs. A project produced in this program will allow AU to offer a resource to students that meets their needs and expectations for choice and flexibility.
- Implementing quality control and scholarly publishing standards, the OERs published through AU Press will be a valuable alternative to paid student resources as they will be high quality resources for teaching and learning. Failure to do so impacts student learning and success.
- The incumbent will be directly responsible for the successful publication of these resources that meet such standards.
- Successful planning of the project will take into consideration interdependencies between the publication of an OER and launching a new or revised course; failure to do so could delay the opening of a new course or revised course and result in lost revenue.

Independence of action:

- The incumbent will be required to work and plan independently within a group context that includes faculty, AU Press staff, the OER librarian, Course Production, and freelancers.
- Once a project plan is approved, they will be responsible for creating and meeting the projected project budgets and timeline.
- They will need to anticipate production challenges and address them through critical thinking and problem solving.

Complexity:

- No two OER projects will be alike, and the incumbent will need to manage multiple projects at various stages of planning and execution.



- Ability to provide solutions that, where possible, satisfy the requirements of various stakeholders including faculty, course production, AU Press staff, and freelancers, all while working to a publication schedule, and at times, tight deadlines.
- An ability to adapt and manage change resulting from the adoption of new production processes and procedures.

Planning:

- They will develop a budget and publication schedule that meets the specific requirements of each project, identifying collaborators and the appropriate sequencing of activities.
- They will plan for and arrange the work of freelancers.
- Working with external service providers will require the consideration of their availability and how project delivery schedules will impact their ability to carry out the work on the desired schedule.
- They will contribute to strategic planning for the OER program at AU and how it will be fulfilled under the AU Press publishing umbrella.
- They will develop a plan for OER program communication and promotion both inside and outside AU.

Section 2: Qualifications

Education and Experience:

The incumbent is required to have, as a minimum, a four-year bachelor's degree in the social sciences or humanities and three years of experience in publishing. An equivalent combination of education and publishing experience of seven years may be considered.

- A minimum of 3 years' experience in publishing, preferably scholarly and/or educational book publishing, is required.
- Proven experience in project management is required.
- Experience in document preparation and layout is required.

Required skills and abilities:

- A sound knowledge of document production processes, including the principles of graphic design and layout.
- Must have a working knowledge of digital book production processes, including file formats and functionality.
- Demonstrated ability to lead projects and form collaborative teams in an academic environment.
- Knowledge of requirements for inclusion of illustrative material for print and digital production, including appropriate format and quality considerations, as well as accessibility standards.
- Familiarity with accessible publishing standards.
- The ability to proofread at a professional level is essential.
- Experience using document markup tools in Microsoft Word and Adobe Acrobat.
- Excellent working skills in a Windows environment.
- Excellent written and oral communication skills are required to collaborate with project participants and promote the OER program.



- Knowledge of the financial aspects of academic publishing is an asset.
- Demonstrated ability to lead projects and form collaborative teams is required.
- Exceptional organizational skills, accuracy, attention to detail, and problem-solving abilities are required.
- Ability to prioritize multiple tasks and meet deadlines within a complex project management environment is required.
- Excellent communication and interpersonal skills with an emphasis on tact and diplomacy is required.
- Knowledge of Canadian copyright and Creative Commons licensing is desired.



Beneficial skills and knowledge:

- An understanding of the university environment, including knowledge of the kinds of resources used for teaching and learning.
- Knowledge of the OER movement and the role it plays in teaching and learning.
- Basic knowledge of multimedia and desktop publishing software programs (Photoshop, InDesign, Adobe Acrobat, etc.).
- Knowledge of editorial style guides such as The Chicago Manual of Style (CMOS), APA, etc. is an asset.

Other Skills and abilities:

- **Professionalism** – Possesses high ethical standards and an honest, open, and consistent approach to working with peers, employees, Executive, and the Board.
- **Emotional Intelligence** – Possesses the ability to recognize and understand the feelings, moods and emotions of the self and others, especially within the university's diverse workforce, and to manage emotions with social skills in one's interaction with others in order to build relationships and move others towards the university's goals.
- **Decision-making** – Recognizes priorities and changing approaches, especially at times of volatility, uncertainty, complexity and ambiguity. Shows common sense and intuitive judgment. Able to make, implement and act upon operational decisions as well as inspire decision-making by others.
- **Communication** – Exhibits strong written, verbal and presentation skills and is an active listener. Builds trust through demonstrated objectivity and consistency. Gains commitment of staff

Signatures

Incumbent signature		Date: 2024-05-29
Supervisor signature		Date: 2024-05-29
Associate Vice President		Date: 2024-05-29



Executive Officer signature	Bailey Sousa <i>B. Sousa</i>	2024-08-08
Human Resources signature	<i>[Signature]</i>	Date: 2024-06-24