Open Illinois Senior Coordinator
Consortium of Academic and Research Libraries of Illinois (CARLI)
University of Illinois System - Urbana

The University System Office seeks an Open Illinois Senior Coordinator to, under administrative direction, work closely with the CARLI Senior Director and CARLI member library staff to identify, create, adapt, and adopt open and affordable course content at the course and program level to accommodate the evolving learning, teaching, and research needs of the diverse CARLI community. The position will coordinate the sub-grant program to member libraries. In collaboration with the CARLI membership and CARLI staff, the Open Illinois Senior Coordinator will contribute actively to the consortium's efforts around open educational resources, author rights, scholarly publishing, data management, and repositories. This position-newly created in response to CARLI's Open Textbooks Pilot Grant-will have the opportunity to be creative and innovative in Library OER initiatives and in building a library for the 21st century.

The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit http://go.illinois.edu/EEO.

Major Duties and Responsibilities:
1. Program Coordinator for the three-year Open Textbooks Pilot Grant, Illinois SCOERs, coordinating all aspects of the project according to the work design plan.
2. Provides leadership, vision, and support for CARLI's initiatives in collaboration with members, CARLI staff, and other OER stakeholders.
3. Guides OER creators in the discovery, creation, dissemination, identification, adoption, and assessment of open and affordable course content.
4. Creates OER-related resources, including webpages, guides, learning objects, and workshops on open and affordable course content.
5. Coordinates an ambitious data collection and evaluation program for the Illinois SCOERs grant project.
6. Participates actively in discussions related to open and affordable course content to ensure open communication and collaboration with relevant university units.
7. Partners with librarians and instructional design experts to support the development of instructional and outreach materials related to open and affordable course content.
8. Identifies resources that would have a high impact on learning affordability and student success to recommend OER creation.
9. Pursues professional development to keep current on trends and developments in open and affordable education options and their relationship to scholarly publishing, pedagogy, and information literacy.
10. Other duties as assigned appropriate for a Program Coordinator.

Education and Experience
Required:
1. Bachelor's degree.
2. One year of experience working in a position with responsibilities that include using and/or supporting library systems and services. Master's Degree in an area consistent with the duties of the position may be substituted for one (1) year of work experience.)
Preferred:

1. Master's degree in library and/or information science from an ALA-accredited institution.
2. Experience managing, using, and reporting data.
3. Experience presenting and creating content for educational events.
4. Experience using online collaborative platforms.
5. Additional training and/or experience in Education, Instructional Design, or related field
6. Experience or interest in working with learning management systems

Knowledge, Skills and Abilities
1. Demonstrated familiarity with project and grant management.
2. Demonstrated familiarity with developments, resources, and services related to open and affordable course content, open access, open licensing, and copyright.
3. Strong leadership skills and the ability to work both independently and collegially on a team in a demanding and rapidly changing environment.
4. Well-developed analytical, organizational, and communication skills (oral, written, and interpersonal).
5. Evidence of interest in professional and scholarly activities.
6. Ability to interact effectively in a multicultural environment with co-workers, library users, and the wider campus community.
7. Familiarity with copyright law, Creative Commons, open licensing options, fair use, author rights, archiving rights, institutional repositories, scholarly publishing, and related issues
8. Awareness of accessibility requirements for websites and digital sources.

SALARY AND APPOINTMENT INFORMATION
This is a full-time Civil Service Program Coordinator position appointed on a 12 month service basis. The expected start date is as soon as possible after **August 4, 2021**. Salary is commensurate with experience.

TO APPLY:
Applications must be received by **August 4, 2021**. Apply for this position by going to http://jobs.illinois.edu. If you have not applied before, you must create your candidate profile at http://jobs.illinois.edu. If you already have a profile, you will be redirected to that existing profile via email notification. To complete the application process:

>   Step 1) Submit the Staff Vacancy Application.
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>   Step 2) Submit the Voluntary Self-Identification of Disability forms.
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>   Step 3) Upload your cover letter, resume (months and years of employment must be included), academic credentials (unofficial transcripts or diploma may be acceptable) and names/contact information for three references.

In order to be considered as a transfer candidate, you must apply for this position by going to http://jobs.illinois.edu. Applications not submitted through this website will not be considered. For further information about this specific position, contact Melissa McMullen at msstein@uillinois.edu For questions about the application process, please contact **217-333-2137.**

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

As a qualifying federal contractor, the University of Illinois System uses E-Verify to verify employment eligibility.

The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit Policy on Consideration of Sexual Misconduct in Prior Employment

The University of Illinois must also comply with applicable federal export control laws and regulations and, as such, reserves the right to employ restricted party screening procedures for applicants.