

## Job Vacancy Notice

**Job Title:** Open Educational Resources and Open Access Librarian (Non-Teaching Adjunct, Level 2)

**Job ID:** 19370

**Location:** Hostos Community College

**Full/Part Time:** Part-Time

**Regular/Temporary:** Regular

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### GENERAL DUTIES

Completes non-teaching projects or complex work in support of a Campus or University administrative or academic department. This work is generally of a temporary nature and requires specialized experience or expertise.

### CONTRACT TITLE

Non-Teaching Adjunct

### FLSA

Exempt

### CAMPUS SPECIFIC INFORMATION

The Library at Eugenio Maria de Hostos Community College is seeking a part-time Open Educational Resources (OER) and Open Access (OA) Librarian (Non-teaching Adjunct) who will provide members of the College community with guidance, instruction, and support in creating, disseminating, and using OERs and OA resources. This advocate for OERs and OAs will report to the OER Librarian and perform the following, but not limited to, duties:

- . Supports development and adoption of Open Educational Resources (OERs) as a member of the Hostos OER team with activities that may include: delivery of workshops for faculty; one-on-one consultation to help faculty identify appropriate OER materials for inclusion or adaptation, navigate online systems, determine copyright, and appropriately license their own materials; and various outreach activities to promote OER development and adoption on campus.
- . Assists with the coordination of the OER program in activities that may include outreach and communication with faculty, chairs, coordinators and other stakeholders on campus; maintaining clear records of projects-in-progress; and helping with development of workflows and best practices.
- . Works with the Educational Technologies Librarian supporting efforts to increase faculty utilization of the Institutional Repository (IR) with activities that may include delivery of workshops for faculty; one-on-one consultation to help faculty determine eligibility of their scholarly works for IR inclusion and navigation of copyright and licensing issues; uploading works to the IR; assisting faculty and staff with self-submission; and various outreach activities to promote use of the IR within the campus community.
- . Assists with the coordination of the IR program with activities that may include checking and approving submissions; communicating with those who submit work to the IR; and helping with development of workflows and best practices.
- . Works with the Head of Archives, uploading archival works to the Institutional

- Repository and other OA platforms.
- Creates and maintains instructional materials for librarians and faculty related to OER and IR procedures and workflows.
- Performs other related duties as assigned, including providing reference service.

## **MINIMUM QUALIFICATIONS**

Bachelor's Degree required.

## **OTHER QUALIFICATIONS**

The following qualifications are preferred:

- Master's in Library Science (MLS), Master's in Library Information Studies (MLIS), or closely related discipline from an ALA-accredited institution or current enrollment in a program awarding such degree
- Working knowledge of concepts such as intellectual property, copyright, and academic publishing practices
- Familiarity with OERs, OA, and IRs
- Experience with outreach and marketing of events or programs
- Ability to organize, support, and document complicated projects
- Excellent written and verbal communication skills
- Availability to work evening and weekend hours

## **COMPENSATION**

\$48.56/hr

## **BENEFITS**

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

## **HOW TO APPLY**

Applicants must apply online by accessing the CUNY website at [www.cuny.edu](http://www.cuny.edu) and navigate to the following links: "Employment" and "Browse Job Openings"

Please attach resume, cover letter, and three professional references.

## **CLOSING DATE**

Open until filled.

## **JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

## **EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be

discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.