

Position Title: Consultant, Open Education Resources (OER) Department: Policy & Research

Reports To: MHEC Vice President

Position Start Date: January 2021

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## **EMPLOYMENT STATUS**

The consultant will be an independent contractor and will sign a contract for work performed from date of hire through April 30, 2022. Hours per week are negotiable, but the estimated need is for 20 hours per week or hours that approximate those of a 50% full-time position. The consultant will need to be available to attend meetings during the customary workday (approximately 8am to 5 pm Central Time Zone), but otherwise work can be performed on a flexible schedule. This is a remote position.

## **APPLICATION PROCEDURE**

Please submit cover letter, resume/CV, and writing sample to Jenny Parks, vice president, MHEC, [jennyp@mhec.org](mailto:jennyp@mhec.org). Please include compensation expectations. Application packets due by December 18, 2020.

## **GENERAL SUMMARY**

Under the direction of the MHEC vice president for Policy and Research, the Open Education Consultant provides leadership and facilitation of Open Educational Resources (OER)-related activities outlined in the grant awarded to MHEC (and the three other regional compacts New England Board of Higher Education (NEBHE), Southern Regional Education Board (SREB), and Western Interstate Commission for Higher Education (WICHE), as well as WICHE Cooperative for Educational Technology (WCET) by the Hewlett Foundation in November 2020. The grant was awarded to the compacts to increase access, quality, and equity of higher educational opportunities via the increased implementation of OER, coordinated nationally among the four regional higher education compacts. Candidate is expected to possess an awareness of existing institutional, state, and regional OER policy and operational frameworks.

## **ESSENTIAL JOB FUNCTIONS**

### Coordinate and Facilitate

- Quarterly MHEC member state OER action team calls and follow-up on action items.
- With MHEC's meeting and events manager to create and implement virtual state OER conferences.
- With MHEC's communications director to produce newsletters, webinars, and other communications
- With Open Education Network, SREB, National Alliance of Concurrent Enrollment Partnerships, College in the High School Alliance, and other appropriate partners to further research and policy actions regarding the use of OER in dual enrollment courses.
- System, state, cross-state, and other collaborations in research and strategies to promote best practices and scaling efforts.
- The curation of content relevant to meetings, conferences, and events and advise on any next steps.

### Collaborate

- With Open Education Network to create and implement virtual state institutional leadership OER training events.
- In research pertaining to tracking and calculating cost savings associated with OER implementation, including the identification and recruitment of contract researchers as deemed appropriate.
- With REBUS, regional OER CTE (Career and Technical Education) Advisory Group, and other appropriate partners to promote, organize, and produce needed learning materials for Career and Technical Education courses.
- With OER point of contact at other regional higher education compacts (i.e., SREB, NEBHE, WICHE) and WCET.
- With MHEC Policy and Research Department to construct OER reports and analysis. This includes identifying state policy resources, information and tools to raise awareness and demonstrate benefits to higher education and state leaders on common return on investment measures including student savings and comparative student

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performance using OER to incentivize institution, system and/or state-level adoption.

- Represent MHEC in OER meetings with key collaborators and policy makers.
- Assist in identifying potential cost-saving, performance-improving, capacity-building regional collaborations related to OER.

#### Monitor and Maintain

- Hewlett grant budget, reporting, and activities in collaboration with MHEC staff.
- MHEC OER web page content by working with MHEC's senior communications and marketing director to ensure it is current and organized effectively.

#### Produce

- MHEC OER webinars.
- Briefs and articles for dissemination.
- Funders to support policy, program, and research initiatives through assisting in the identification and cultivating of relationships.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Maintains current knowledge of profession through peer association, review of literature, and attendance at meetings, seminars, specialized schools, and continuing education related to duties and responsibilities.
- Promotes and maintains positive and effective relations for MHEC.

### **SKILLS/EXPERIENCE REQUIRED**

- Completion of a bachelor's degree (master's preferred) and significant related experience with Open Education and Open Educational Resources implementation.
- An active member and/or contributor to the open education community.
- Requires experience and comprehensive understanding of how institutions, systems or consortia approach the discovery, creation, adoption, licensing, and stewardship of open educational resources and connections to open pedagogy.
- Experience in developing and managing programs and projects.
- Knowledge of MHEC policies, compact, and procedures, and a strong commitment to the organization's goals and mission.
- Ability to communicate effectively both verbally and in writing; to establish positive public relations for MHEC; and to interact effectively with a wide variety of stakeholders.
- Travel to meetings and MHEC office to be determined.
- Self-starter – able to work well as part of a team and on own
- Able to multitask and prioritize

### **WORKING CONDITIONS/PHYSICAL DEMANDS:**

- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- Regularly uses computer keyboard, requiring eye-hand coordination and finger dexterity.
- More than half of time spent in normal office setting.
- Carry, lift boxes of materials when traveling.

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*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**