

Position: Open Educational Resources and Instructional Technology Assistant/Non-Teaching Adjunct (part-time, semesterly, renewable)

The CUNY School of Professional Studies:

As a leading online school in New York since 2006, the CUNY School of Professional Studies (CUNY SPS) offers the most online bachelor's and master's degree options at the City University of New York and serves as the University's first undergraduate all-transfer college. With 26 degrees and numerous other non-degree and grant-funded workplace learning programs, CUNY SPS meets the needs of adults who wish to finish a bachelor's degree, progress from an associate's degree, earn a master's degree or certificate in a specialized field, and advance in the workplace or change careers. Consistently ranked highly by U.S. News & World Report for its online offerings, CUNY SPS has emerged as a nationwide leader in online education. The School's renowned and affordable online programs ensure that busy working adults may fulfill their educational goals on their own time and schedule. As CUNY SPS moves beyond its' 20th year, we dedicate ourselves to engendering an innovative and transformative student-centered experience.

Reporting to the Faculty Development and Instructional Design Manager on the SPS OER Initiative team, the Open Educational Resources and Instructional Technology Assistant will support staff and faculty in the development of Zero- and Low-Textbook Cost online courses and other New York State Open Educational Resources Initiative projects at SPS.

Duties and Responsibilities:

- Assist with cataloguing SPS' OER courses and other open materials and making these available on OER repositories
- Assist with record-keeping and reporting related to OER funding
- Assist with planning and facilitating training and other faculty development events on topics related to OER, open pedagogy, online and mixed modality pedagogy
- Assist with data collection and presentation related to OER and other pedagogical projects, including outcomes assessment
- Assist with the building or updating of courses in the Brightspace learning environment using content and guidelines provided
- Provide maintenance support for existing courses on an as-needed basis
- Assist with the quality assurance review of courses in Brightspace using a standardized checklist and procedure
- Other duties as assigned

Minimum Qualifications:

- Bachelor's degree required
- Learning Management System experience
- WordPress experience

Preferred Qualifications:

- Facility with WordPress, including H5P and HTML and CSS coding
- Familiarity with the Brightspace LMS
- Graduate degree in a related discipline
- Knowledge of and experience using a variety of educational technologies
- Expertise in Open Pedagogy, OER, or other inclusive pedagogical approaches
- Experience with data management using MS Excel and/or Google Sheets
- High level of comfort with technology
- Instructional design experience desirable
- College teaching experience desirable
- Attention to detail and accuracy
- Strong organizational skills
- Strong written and oral communication skills

- Experience with providing user training and support in higher education setting

Note: While the Open Educational Resources and Instructional Technology Assistant/Non-Teaching Adjunct position is currently remote, the selected finalist is expected to have access to a laptop/computer, internet and phone access to perform most job duties and responsibilities. Upon return to normal campus operations, this position will transition to our physical office located at 119 W 31st Street, New York, NY 10001.

Salary Range: \$47.42- \$ 59.00 per hour (hourly rate based on CUNY's Non-Teaching Adjunct, Level 1/Level 2 salary scale)

Hours: Part-time (approximately 15 hours per week)

Please send resume, cover letter and contact information of three (3) professional references to:

Open Educational Resources and Instructional Technology Assistant/Non-Teaching Adjunct Search
Sarah Kresh, Faculty Development and Instructional Design Manager
Email: sarah.kresh@cuny.edu

CUNY SPS is an Equal Opportunity/Affirmative Action/IRCA/Americans with Disabilities Act Employer:

<https://sps.cuny.edu/about/policies>

The CUNY School of Professional Studies complies with the Clery Act and copies of its annual report on security policies and statistics are available in its Security Office.

All prospective candidates must be able to be certified as eligible to work under the provisions of the Immigration Reform and Control Act.

The CUNY School of Professional Studies verifies education and experience statements.