Job Description

JOB TITLE	OER Program Specialist
REPORTS TO	OER Initiative Program Director
JOB PURPOSE	Provides day-to-day project coordination, institutional support, training and technical digital publishing services for the Alberta OER Initiative. Supports OER creators throughout project delivery and facilitate the creation, adaptation, adoption and publication of accessible Open Educational Resources using provincial platforms and services.
ESSENTIAL FUNCTIONS:	
1	**Provides Pressbooks, publishing and instructional support**
	• Supports institutions and OER creators in using the provincial Pressbooks platform. • Sets up users, provides orientations and demonstrations, and troubleshoots routine technical issues. • Assists with OER formatting, structure, digital publication and instructional design considerations. • Identifies existing OER suitable for adoption or adaptation within Alberta and supports funded OER projects.
2	**Supports grant recipients and project delivery**
	• Serves as a day-to-day contact for participating institutions and grant recipients. • Communicates project requirements, timelines and deliverables; tracks progress and escalates risks or issues to the Program Director. • Assists with grant application information sessions, applicant guidance and project onboarding; does not make funding decisions or process grant payments. • Collects project activity, output and outcome data for program evaluation and reporting.
WORKS CLOSELY WITH OER PROGRAM DIRECTOR TO:	
3	**Supports accessibility, licensing and discoverability**
	• Helps OER creators apply digital accessibility requirements and Universal Design for Learning principles. • Provides practical guidance on copyright, Creative Commons licensing, attribution and permissions, referring complex issues as appropriate. • Supports metadata, indexing, discovery, archiving, preservation, resource sharing and long-term access.
4	**Develops and delivers capacity-building activities**
	• Develops and delivers workshops, webinars, training and information sessions in collaboration with the Program Director. • Coordinates communities of practice and institutional networking activities. • Develops templates, guides, toolkits and publishing resources that promote consistent OER practices.
5	**Supports communications and program improvement**
	• Supports website content, outreach and digital communications. • Collects Pressbooks usage and publishing data and assists with project reporting. • Conducts environmental scans and monitors relevant OER tools, technologies and practices; recommends improvements.
6	**Contributes to TAL organizational goals**
	• Works collaboratively with TAL staff and accepts related responsibilities supporting the Initiative and TAL's broader objectives.

NOTE	The employer reserves the right to change or assign other duties to this position.
QUALIFICATIONS	
Education	Post-secondary education in library and information science, education, instructional design, educational technology, digital publishing or a related field, or an equivalent combination of education and relevant experience.
Other Skills	• Knowledge of Open Educational Resources, copyright and Creative Commons licensing. • Experience with Pressbooks, WordPress, learning management systems or digital publishing platforms preferred. • Understanding of digital accessibility and Universal Design for Learning. • Experience supporting grant-funded projects, training or communities of practice an asset. • Strong technical, communication, facilitation, organizational and project coordination skills. • Ability to manage multiple projects and work independently and collaboratively.
Work Conditions	Standard office/remote work environment.
Special Schedule	Occasional evening or weekend work may be required.
Travel Demands	Occasional travel within Alberta may be required.
Personal Qualities	Able to work effectively in a flexible environment with minimal supervision and as part of a collaborative team.
STATUS	
Part/Full-time	Full-time
Term	Grant-funded position; term to be determined in accordance with the Alberta OER Initiative funding agreement.
Wage/Salary	Annual salary range: $73,500 - $85,000, plus a competitive benefits package