



Workplace Description

The [Council of Atlantic Academic Libraries](#) (CAAL-CBPA) is a collaborative partnership of 20 publicly-funded post-secondary libraries in Atlantic Canada. Its mandate is to foster a vibrant regional network of diverse libraries that leverages community and collaboration to cultivate scholarship, innovation, and inclusion in the academic libraries of Atlantic Canada.

Position Description

CAAL-CBPA welcomes résumés in application for a 26-week, fulltime, paid internship (under the [Young Canada Works program](#)) starting July 31, 2023. This position will report directly to the CAAL-CBPA Executive Director. This position will work alongside CAAL-CBPA committees and working groups, and staff at member libraries.

1. **AtlanticOER Service** (primary focus) – Open Educational Resources (OERs) are any type of educational materials that are in the public domain; published under open licenses (i.e. Creative Commons - <https://creativecommons.org/about/cclicenses/>) that specify how materials can be used, reused, adapted, shared and modified according to specific needs.

The Project Manager will be responsible for the ongoing implementation and development of the CAAL-CBPA led, regional [AtlanticOER](#) repository and service. AtlanticOER consists of an online, digital publishing platform (PressbooksEDU) for the creation/adaptation of open textbooks and ancillary materials to be used in credit-bearing courses at member institutions; an OER development grants program; a peer review honoraria program; an OER Toolkit in support of OER creators; and an education/awareness program.

As the Project Manager, with the support of the CAAL-CBPA OER Committee and its working groups, as well as the CAAL-CBPA Executive Director, this position will be responsible for:

- Management of all aspects of this service area;
- Review and updating of the action plan as required;
- Maintenance and further development of a data dashboard to support regular collection of success metrics for the AtlanticOER Service;
- Regular monitoring of key performance indicators for this initiative informing course corrections as required;
- PressbooksEDU user support and training (such as Pressbooks user account creation, cloning/importing textbooks into the network, training on the use of the Pressbooks platform, and assistance in creation of H5P elements);
- Management of the AtlanticOER Development Grants Program;
- Maintaining and updating the [service website](#) and [PressbooksEDU network](#);

- Leading the work of the OER Committee’s three working groups: 1) Identification and development of best practices; 2) Policy and procedural development; and 3) Development and implementation of a facilitator training program;
 - In collaboration with the CAAL-CBPA OER Committee, participation in the delivery of the OER education and awareness program (targeting educators, students, staff, and senior administrators at member institutions);
 - In collaboration with the CAAL-CBPA OER Committee, participation in marketing and advocacy campaigns for this initiative; and
 - Engaging in discussions around a national level OER framework, including policies and practices around indigenous traditional knowledge works;
2. **Website Review** (secondary focus) – Lead a working group in a member-centric process to evaluate the [current CAAL-CBPA website and intranet](#), stakeholder needs in a website and intranet, and options for a new website and intranet. Provide a data supported recommendation for a new website and intranet to the CAAL-CBPA Executive Director. Once approved, and depending on timing, design and implement the approved recommendation.

The successful candidate will receive training on the PressbooksEDU network/platform, and other systems, technologies, and processes as appropriate, to enable this work.

Prerequisites: Applicants must be a graduate from a university or college degree program who is currently unemployed or underemployed. The specific degree program may vary given that project management transcends any one field of study, as do the specific proficiencies for this position. The successful candidate must also meet the [qualifications for participation in the Young Canada Works program](#), including being between 16 and 30 years of age at the start of employment in this position; and being a Canadian citizen, permanent resident, or having refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible).

Required

- Strong interpersonal skills
- Project management knowledge and/or experience (gained either through work or education)
- Strong oral and written communication skills in English
- Proficiency with social media tools, particularly Twitter
- Proficiency with Microsoft Excel and Word

Assets (but not required)

- Intermediate oral and written communication skills in French
- Proficiency using PressbooksEDU
- Proficiency using H5P
- Proficiency with WordPress
- Proficiency with Drupal
- Website design experience

Competencies That Will be Gained Through this Internship:

Skills and Knowledge

- Project management
- Stakeholder engagement
- Communications strategies and marketing
- Understanding of best practices in pedagogy
- Understanding of Open Educational Resources (OERs)
- Consortial operations and governance
- Organizational policy development
- Training delivery
- Advocacy
- Benchmarking and service evaluation
- Website design, development, & implementation
- Understanding of accessibility legislation and requirements

Technologies

- Microsoft Teams
- PressbooksEDU
- WordPress
- H5P
- Drupal 7
- Canva
- Google Forms
- Slack

Hourly Rate: \$21.80 **Hours Per Week:** 35 (specific schedule is open for discussion)

Work Environment: This is an entirely virtual position, so while being physically situated in one of the Atlantic provinces is preferable, it is not required. The successful candidate must have access to a computer and robust Internet access to enable them to effectively carry out the responsibilities of this position. Office 365, and other applications and training as required, will be provided by CAAL-CBPA.

Application Deadline: July 17, 2023

To apply, please send your resumé, cover letter, and the names and contact information for two references to Cynthia Holt, CAAL-CBPA Executive Director, at execdir@caul-cbua.ca. Virtual interviews will follow soon after the application deadline.

The Council of Atlantic Academic Libraries is committed to fostering a collegial culture grounded in diversity and inclusiveness. CAAL-CBPA encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community.

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