



# **Pennsylvania Academic Library Consortium, Inc.**

## **Position Description**

### **Affordable Learning PA Project Coordinator**

**14 Hours per Week, Contract Position or  
Employee, dependent on a combination of additional assignments**

PALCI seeks applications from passionate, highly motivated, self-starters interested in serving as the consortium's Affordable Learning PA Project Coordinator through the end of the grant period, September 30, 2019. This position will have the opportunity to lead development of a sustainable affordable learning community from the ground up by translating the project's grant requirements into actionable project plans and activities in partnership with PALCI staff, the project's steering committee, and a cohort of Open Educational Resources Specialists and Campus Partners.

Outstanding project management, leadership, communication, and event-planning skills will be essential as the Project Coordinator ensures the Affordable Learning PA project moves to fruition. This position will be specifically involved with building Pennsylvania's Affordable Learning state LSTA grant-funded program, including coordination of an Affordable Learning Summit, building community among educational institutions of all levels throughout PA and the PALCI Membership, and enabling libraries to build and lead programs within their own institutions.

This is a contract position working approximately 14 hours per week (January - September 2019), with possibility for renewal in the following year, reporting to the PALCI Executive Director and working closely with the grant steering committee(s). The Coordinator will lead the development of project plans, and implement and manage grant activities, communications, reports and events for the Affordable Learning PA program. The Coordinator is expected to attend the Open Textbook Network Summer Institute in Minnesota, which takes place annually in July.

#### About Affordable Learning PA

Affordable Learning Pennsylvania is made possible in part by Library Services and Technology Act (LSTA) funds from the U.S. Institute of Museum and Library Services and the Office of Commonwealth Libraries, Department of Education, Commonwealth of Pennsylvania, Tom Wolf, Governor. The project will build a community of practice among academic libraries to advance textbook affordability for our students through programs to create awareness, build expertise to lead OER initiatives, and promote best practices and collaboration in the community. PALCI has joined the Open Textbook Network (OTN), enabling the ALPa Community to work together with librarians and faculty through the US in support of affordable learning initiatives and content at their institutions.

#### Responsibilities

- Leadership of grant project planning and all project management activities
- Event-planning, logistics, and scheduling
- Communication, marketing, and outreach with stakeholders and participants in workshops, webinars and via phone

- Advocate for Open Educational Resources and Affordable Learning materials
- Work with PALCI Staff and the Affordable Learning PA Steering Committee to plan, implement, manage, and assess grant program activities
- Write quarterly grant reports and assist the Executive Director in managing the project's budget
- Travel to local/regional workshops and the OTN Summer Institute
- Other duties as assigned

### Qualifications

The Coordinator will be a community-minded planner with evidence of ability to take initiative, manage projects, and coordinate large events and workshops with

- Excellent communication skills, both verbal and written
- Evidence of experience with successful project leadership and management
- Knowledge of project management methodologies
- Excellent organizational skills and attention to detail
- Evidence of ability to work independently in remote work settings
- Evidence of ability to thrive in a fast-paced environment and take initiative while balancing the communications needed to ensure collaborative project success
- Demonstrated comfort using web conferencing technologies, such as Zoom, and leading meetings remotely
- Comfort with project management tools and technologies, such as Trello and Google Suite
- Experience building partnerships and relationships among diverse audiences
- Knowledge of library- or consortium-initiated affordable learning activities
- Experience with open educational content (preferred)
- Experience with teaching/training, especially in adult educational settings (preferred)
- Able to travel to rural and urban areas throughout the PALCI region

### Compensation

This is a temporary contract position. Compensation is competitive and commensurate with experience.

### To Apply

Please send your resume, cover letter, and 3 professional references to [admin@palci.org](mailto:admin@palci.org). The position is open until filled with first consideration given to applications received by December 19th.