Position title: Open and Affordable Education Grants Coordinator
Reports to: Director, Strategic Initiatives
Anticipated start date: January 2021 (contingent upon anticipated funding)

PALCI is seeking applications for an 18-month grant-funded contract position, to coordinate a new initiative supporting OER and zero-cost textbook initiatives at Pennsylvania institutions of higher education. The Open and Affordable Education Grants Coordinator will facilitate the development and administration of a mini-grant award program to support and encourage creation, adaptation and use of affordable learning materials, including both Open Educational Resources (OER) and library-licensed materials for classroom use at institutions of higher education across Pennsylvania. The program will be funded through a one-time grant from the Pennsylvania Department of Education, Office of Commonwealth Libraries through the Governor's Emergency Education Relief fund (GEER).

The Grants Coordinator role will be an 18-month part-time remote-working independent contractor position, with an estimated average of 10-15 hours per week needed to complete contracted deliverables.

Under the direction of PALCI’s Director, Strategic initiatives, the Open and Affordable Education Grants Coordinator will:

- Coordinate the application, review, documentation, and assessment of mini-grants and stipends for OER creation and publication, course development, and purchase of library-licensed materials as provided through the program
- Develop and implement a proposal and review process for the awarding of mini-grants, including public criteria for review and awarding of grants in each category
- Coordinate the involvement of external reviewers and other volunteers in the proposal and award process
- Connect applicants to advisors and sources of information and support through the application process and during grant award
- Track and report data on the grants awarded, including
  - details of resources developed, adapted, or licensed
  - details of courses redesigned with support of grant funding
  - number of courses taught that have been supported through program funds and activities, including number of students enrolled
  - estimated cost savings over traditional materials
- Schedule and plan workshops, meetings, and events related to the program, including promotional, outreach, and day-to-day program activities
Produce quarterly reports on program activities
Attend professional development and networking events in support of program goals
Work closely with Open and Affordable Education Grants Program stakeholders, including members of the program’s Advisory Board, the Affordable Learning PA (ALPA) Steering Committee, ALPA OER Specialists and Campus Partners

Qualifications:
- Extensive experience with OER and library-licensed materials for use in a college classroom setting
- Demonstrated organizational and project management skills
- Strong writing, editing, other communication skills
- Evidence of ability to work independently and as part of a team in remote work settings
- Proficiency and comfort with using modern collaboration technologies and productivity tools necessary for distributed, remote-work teams, including but not limited to Google’s suite of business tools (Google Docs, Sheets, and Forms), project management software, such as Trello, online survey software, and web conferencing technologies, such as Zoom

Interested candidates may apply as independent contractors. Alternatively, this role may be filled by an individual employed at a PALCI member institution, through an agreement with that institution that contracts to supply services on a time-release basis. The contracted party will be responsible for all insurance or other business/employment related expenses, including taxes, benefits, licenses, and other expenses. Candidates will be selected based on availability and listed qualifications.

Compensation will be based upon delivery of contracted services. PALCI anticipates an average of 10-15 hours per week required across the term of the grant, with payment delivered on a monthly schedule based upon successful completion of contracted deliverables. Anticipated total funding for contracted services over the course of the 18-month project is estimated at $50,000.

To apply:
Please submit a CV/resume, a cover letter detailing your interest in the position, and two professional references to admin@palci.org. The position is open until filled, with first consideration given to applications received by November 30th.

If currently employed at an academic library, a letter of support will be required from senior library administrators, endorsing either employment as an independent contractor or reassignment of time through institutional agreement with PALCI.

Preference will be given to applicants residing in Pennsylvania, or employed at a Pennsylvania institution of higher education.

Please contact alison@palci.org with any questions.