



**Position Title:** Program Manager – Business OER

## POSITION SUMMARY

This position is responsible for leading the implementation of the eCampusOntario Open at Scale initiative for Business OER in partnership with eCampusOntario post-secondary institution members, educators and students. The position forms part of a program management team of highly-qualified individuals, with experience and demonstrated leadership capacity within the post-secondary sector.

The Program Manager – Business OER will be the primary lead for the Business OER initiative at eCampusOntario, ensuring the successful completion of a suite of OER for Business programs. The successful candidate will build strong relationships with Business instructors, administrators and other members of the open community to ensure project success. The Program Manager – Business will have very strong organizational and project management skills, and will be primarily responsible for the timely completion of the project.

## DUTIES AND RESPONSIBILITIES

- Lead the Business – OER initiative, acting as first point of contact, ambassador and project champion
- Initiate, plan and execute the Business – OER initiative, ensuring successful completion of high-quality OER according to the timeline
- Establish a set of measurable program objectives and provide monthly updates
- Build strong relationships with authoring teams to ensure support throughout the development process
- Connect into the Business community of practice in Ontario, providing opportunities for collaboration and sharing across institutions
- Communicate actively throughout the initiative, generating monthly updates for government partners, eCampusOntario member institutions and the broader open education community

## QUALIFICATIONS AND SKILLS

Minimum qualifications and skills for this position:

- Master's degree, or an equivalent combination of post-secondary education and at least five years of related experience in the Ontario post-secondary system in a leadership role

- Demonstrated project management experience, working on complex, multi-stakeholder projects within the post-secondary environment. Agile Project Management credential will be considered an asset.
- Knowledge of open educational resources, open practices, open licensing, and open pedagogy principles
- Knowledge of open authoring platforms and community networks (for example, Pressbooks, Rebus Community)
- Knowledge of instructional design principles.
- Demonstrated excellence in both oral and written communication
- Demonstrated excellence in interpersonal, problem solving, and organizational skills
- Strong knowledge of and experience with large-scale educational partnerships requiring effective application of information and communications technologies (ICT)
- Knowledge of Ontario post-secondary institutions and educational issues and opportunities
- Ability to work well under pressure, effectively meet deadlines, and build consensus through a team-based process
- Well-versed in the appropriate application of technology to support learning as well as the knowledge and ability to lead community interactions and collaborations
- Committed to and able to design collaborative professional development events that draw upon expertise from multiple members of the eCampusOntario community
- A sense of humour and a high tolerance for ambiguity in a work environment where priorities may change quickly and new opportunities may emerge that require our immediate attention

#### HIGHLY DESIRABLE QUALIFICATIONS AND SKILLS (CONSIDERED AN ASSET):

- Ability to work fluently in both English and French
- Ability to establish and maintain effective working relationships with clients, colleagues and institutional administrators
- Energetic, resourceful and a demonstrated ability to deal with and earn the respect of institutional administrators, faculty, staff, government officials, and the public in meetings, presentations, and public forums
- Experience in working in a team-based environment including management experience as the team lead responsible for planning, budgeting, scheduling, and deploying resources
- Ability to demonstrate knowledge of web technologies and techniques for both communications and social media marketing

#### LOCATION

Home Office: 372 Bay St, Toronto, ON. You may be eligible to apply for eCampusOntario Telework. There would also be a requirement for travel outside of the GTA to other regional centres to engage with faculty and staff at eCampusOntario member institutions.

#### TERM

This is a full-time contract position. Ideal start date would be as soon as possible before March 1, 2019. The term of this engagement is forecast at 12 months, through March 2020, with the possibility of renewal subject to available funds. If you have an interest in this position, please send a signed application letter (in PDF format) with a clear statement of your potential fit for

the position, along with a current CV (in PDF format), to [jobs@ecampusontario.ca](mailto:jobs@ecampusontario.ca) by January 25, 2019.