



NEW ENGLAND BOARD OF HIGHER EDUCATION

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Position Description

Position Title: Open Education Consultant

Department: Office of the President

Reports To: Lindsey Gumb, NEBHE Fellow

Date: December 2021

NEBHE BACKGROUND:

Established in 1955 by six visionary New England governors, the New England Board of Higher Education (NEBHE) is a regional compact that helps leaders assess, develop and implement education practices and policies of regional significance; promotes regional cooperation that encourages efficient sharing of education resources; and strengthens the relationship between higher education and the regional economy.

Located in downtown Boston, NEBHE values a diverse team of individuals and a collaborative workplace that support its goals to understand the diverse needs of the region's learners and to provide leadership, programs and services that increase equity in postsecondary education outcomes.

GENERAL SUMMARY:

Under the direction of Lindsey Gumb, this individual will be responsible for supporting NEBHE's Hewlett Foundation grant funded activities. The consultant will assist in planning an Open Education summit that includes a focus on Diversity, Equity and Inclusion (DEI), assist in writing briefs, reports, update and create new content for the Open Education web pages on the NEBHE site, represent NEBHE at Open Education meetings and serve as a member of a proposal development team to expand Open Education usage in the region.

COMPENSATION:

The Policy and Research Consultant position is remote and part-time ranging from 10-15 hours per week. The rate of pay is \$75.00 per hour not to exceed \$15,000. The position begins January 3 through June 30, 2022. Subject to funding, this position may be extended beyond June 30, 2022.

ESSENTIAL JOB FUNCTIONS:*

- Assist with the planning, coordination, and facilitation of a regional Academic Leadership Summit (summer 2022).
- Assist with the coordination and facilitation of regional advisory committee meetings (Virtual).

- Assist with adding relevant resources and content to the Open Education web pages
- Attend bi-weekly NCOER meetings (Fridays, 1-2 EST).
- Update and maintain web presence for NEBHE's Open Education initiatives.
- Assist with the development of briefs and articles for dissemination.
- Advise and/or curate content for relevant meetings, conferences and events.
- Represent NEBHE in OER meetings with key collaborators and policy makers.
- Support NEBHE staff in garnering additional financial resources to extend the scope of the Hewlett Foundation grant application.

OTHER DUTIES AND RESPONSIBILITIES:

- Maintains current knowledge of Open Education through peer association, review of literature, and attendance at meetings, seminars, specialized schools, and continuing education related to duties and responsibilities.
- Promotes and maintains positive relations for NEBHE.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Completion of a Bachelor's degree (Master's preferred) and significant related experience.
- An active member and/or contributor to the Open Education community.
- Has a deep understanding/vision of how to center equity in Open Education.
- Requires experience and comprehensive understanding of how institutions, systems or consortia approach the discovery, creation, adoption, licensing, and stewardship of open educational resources and connections to Open Pedagogy.
- Experience in developing and managing programs and projects.
- A willingness to learn about NEBHE policies, compact, and procedures, and a strong commitment to the organization's goals and mission.
- Ability to communicate effectively both verbally and in writing; to establish positive public relations for NEBHE; and to interact effectively with a wide variety of people.
- A willingness to travel to other states for conferences and presentations.
- Exceptional initiative and vision.
- Preferably located in the Northeast U.S.

SUPERVISORY RESPONSIBILITY:

- None

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- This position is virtual, however there may be a need to be at NEBHE periodically.
- NEBHE will require COVID vaccination for all staff members who may have a presence in the office or at events. Individuals may claim exemption from the vaccine requirement for medical or religious reasons. NEBHE continues to place the highest priority on the health, safety and wellbeing of its employees, their families and the community.

- Prolonged period sitting at a desk working on a computer.
- Must be able to lift 15 pounds at times.
- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job.

KEY PERFORMANCE MEASURES:

- Fulfills essential job functions adhering to work plan timelines that will be developed and approved by the supervisor.

*NEBHE is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. NEBHE's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

SUBMISSION OF APPLICATIONS:

Applicants should send their resume with a cover letter by Wednesday January 12, 2022 to Lindsey Gumb at lgumb@nebhe.org.