OPEN EDUCATION INTERNSHIP
Position Description and Application Instructions

Title: Open Education Intern
Department: UWM Libraries User Services Division

The Open Education Intern is a graduate student worker of the User Services Division. The position serves under the primary supervision of the Teaching and Learning Team Lead. Interns adhere to published policies, procedures, and guidelines for student employees of the UWM Libraries, and are encouraged to report to supervisor any problems/concerns and work to achieve satisfactory resolution.

Responsibilities Include
(85%) Open Education
- Develop, edit and maintain outreach materials for Open Textbook and OER projects including
  - Library Guides
  - Power Point and poster presentations
  - Internal documents
- Participate in local data collection for OER and organize data in Excel (or similar)
- Assist with preparation and planning of campus events around OER
- Identify and organize OER as assigned

(15%) Special assignments and projects such as:
- Library guides and departmental web pages
- Departmental statistics collection and review
- Planning and organizing division and/or library events

Qualifications
Required
1. Demonstrated excellent English language skills (both speech and comprehension), and the ability to communicate effectively in-person, on the telephone, and in writing. Must be able to communicate clearly with persons for whom English is a second language.
2. Ability to fulfill duties and responsibilities with a limited amount or no direct supervision (after appropriate training) and to complete assigned projects in a timely manner.
3. Ability to effectively interact with patrons and library colleagues in a positive and professional manner.
4. Basic computer literacy skills, including MS Office suite and Windows OS.
5. Dependable, with a sense of responsibility and reliability.
6. Ability to perform work in a multi-task environment, prioritizing needs for efficient and effective service.
7. Ability to adapt, learn, and assist users with both printed and electronic (online) resources.
8. Strong attention to detail and accurate output.
9. Willingness to learn and follow stated policies and procedures.
**Desired**
1. Candidates who will maintain graduate student status for full-year (Short terms considered, based on overall applicant pool.)
2. Experience in the use of online catalogs and library databases.

**Academic Requirements/Student Status**
Applicant must:
1. Provide proof of acceptance into a UWM graduate degree program.
2. Register for credit-granting UWM courses during the Fall and Spring semesters, and maintain student worker status.

**Work Environment**
The majority of work hours will be in the Daniel M Soref Learning Commons. The Intern may be asked to facilitate or attend workshops and meetings at other campus venues including CETL and the Digital Humanities Lab. Project work must be completed in the Library. Intern must be able to sit and stand for extended periods and lead tours.

**Equipment Used to Perform Essential Job Functions**
Personal computer, standard keyboard and monitor; printers; copier/scanner; telephone; basic office equipment

**Training**
The OER Intern will have an opportunity for paid training to learn the basic responsibilities associated with this position. Training will include an overview of current practices and initiatives around OER, editing content in the LibGuides system, and screen casting and screen capture tools as needed.

**Supervisor/Evaluation**
The OER Intern works under the general direction of the Online Programs and Instructional Design Coordinator. Interns will be evaluated at the end of each semester to receive both written and oral feedback. A positive evaluation is required to be elevated to the rank of Senior Intern.

**Hours**
Interns work approximately 20 hours per week for one year. Hours can be scheduled between 8:00AM and 5:00PM Monday through Friday with all work completed in the Library.

**Salary**
$11.00/hour

**To Apply**
1. Obtain the US Graduate Student Worker Application online [http://uwm.edu/libraries/personnel/] or at the UWM Libraries Personnel Office, Room W120A Golda Meir Library.

2. Return the completed application, resume, cover letter, most recent transcript, and documentation of acceptance into an UWM SOIS graduate degree program to:
   UWM Libraries Personnel Department
   University of Wisconsin-Milwaukee
   P.O. Box 604
   Milwaukee, WI 53201

You may bring your application materials to the UWM Libraries Personnel Office, W120A Golda Meir Library, or email to kriedl@uwm.edu.

For more information on the OER Intern position, please contact Kristin Woodward via email kristinw@uwm.edu.

*hours subject to change*  
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