OPEN EDUCATION INTERN
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. Working hours will be in the UWM Libraries intern office cubicles, equipped with computers. The Intern may be asked to facilitate or attend workshops and meetings at other campus venues (ie CETL, the Digital Humanities Lab.) Qualified individuals with disabilities are encouraged to apply and reasonable accommodations will be provided.

Reasonable Accommodations
UWM provides reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment. Employment opportunities will not be denied because of the need to make reasonable accommodations for a qualified individual with a disability.

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 maintain employment.

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

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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