

# BCcampus Job Description: Advisor, Open Education Collections

Open Date: May 20, 2025

Close Date: June 20, 2025

The Advisor, [Open Education Collections](#), is responsible for the ongoing maintenance, curation and strategic direction of BCcampus open educational resource (OER) repository collections. This position has both strategic and operational responsibilities.

This position reports to the Director, Open Education, and works with other BCcampus staff as well as staff and faculty at partner institutions and organizations. This position may also occasionally oversee the work of co-op students.

## Position Outcomes

- Maintain and curate a variety of OER repository collections owned by BCcampus, including the [BC Open Collection](#), [Digital Literacy repository](#), and [media collection](#).
- Develop processes and criteria to continuously evaluate resources in the collections for relevance to the B.C. post-secondary system. This includes developing, leading and facilitating content review committees, or developing, implementing and maintaining processes such as open textbook reviews and evaluations.
- Add, update, and archive resources in repository collections.
- Act as the Product Owner for the custom OER collection software and work with BCcampus development team to continually refine and improve the collection software.
- Advocate for the use and adoption of resources within the repository.
- Contribute to the development of strategic plans for OER repositories at BCcampus, ensuring alignment with BCcampus strategic goals.
- Continually explore and develop ways in which to extend the reach and impact of the collections and resources.
- Provide input to development team around metadata standards commonly used to classify and catalogue educational content repositories.
- Develop and deliver presentations and workshops (both face to face and online) that are related to the activities of this position.
- Lead the development of support documentation, workshops and training materials related to use of BCcampus OER resources and repositories.
- Share knowledge openly.
- Establish strong, positive, productive relationships.
- Contribute to a positive, supportive, and strong team culture.
- Continually expand and update professional knowledge.

## Education and Subject Matter Expertise

- Master of Library and Information Science from an ALA-accredited program (or equivalent) and at least 2 years of related experience in the field of post-secondary education or post-secondary libraries.

- Knowledge of, and experience working with, open educational resources, open educational practices, and open licensing including Canadian copyright and Creative Commons licenses. Creative Commons Certification would be an asset.
- Understanding best practices, standards and protocols of digital curation, including the selection, collection, preservation, description, organization and archiving principles for digital assets in various formats.
- Knowledge of learning content repositories, organizational structures, and metadata applicable to OER.
- Knowledge of, and ability to work with, a variety of digital file formats related to digital publishing, including HTML, ePub, PDF, Word and various multimedia formats.
- Understanding of Web Content Accessibility Guidelines (WCAG) and assistive technologies.

### Additional Skills and Competencies

- Work effectively in the BC post-secondary system.
- Agile development processes, specifically the role of the Product Owner, would be an asset.
- Work, communicate, and collaborate effectively in a remote digital environment using a variety of communication and collaboration tools.
- Ability to contribute at both a strategic and operational level.