



OPENLAB AT CITY TECH

A place to learn, work, and share

The OpenLab team seeks a current CUNY graduate student to join our enthusiastic team as a **Digital Pedagogy Fellow**.

City Tech's OpenLab (<https://openlab.citytech.cuny.edu/>) is an innovative open digital platform for students, faculty, and staff at New York City College of Technology, CUNY (<http://www.citytech.cuny.edu/>). Built using the open source blogging and social networking software WordPress and BuddyPress, the OpenLab supports teaching and learning, enables connection and collaboration, and strengthens the intellectual and social life of the college. The project is driven by a community-focused ethos, flexible infrastructure, and commitment to openness, and is proud to partner with many initiatives across campus (e.g., First Year Learning Communities, General Education, Open Education Resources) and across CUNY. Since its launch in Fall 2011, the OpenLab has helped to foster openness and experimentation, supporting a growing community, now 24,000+ members strong.

Fellows will join a creative, collaborative Community Team invested in fostering community through open pedagogy and open digital technologies. Team members gain significant experience in curriculum development, teaching, professional development, the implementation of a variety of digital tools, testing and functionality, and help-documentation creation. Fellows have used the experiences gained as Digital Pedagogy Fellows to successfully apply for full-time faculty and alt-ac positions.

Digital Pedagogy Fellow responsibilities include professional development, supporting the OpenLab community, and project development. Fellows develop and lead workshops, seminars, class visits, and office hours for faculty, staff, and student members with varied experience with technology. They also teach OpenLab members about best practices for developing OpenLab content, how to incorporate technology in the classroom, and what it means to have an online presence. Fellows maintain an active presence on the platform, provide email assistance to members, create help documentation, test new features and fixes, and provide feedback on OpenLab functionality. Fellow participate in weekly OpenLab team meetings (both in-person and via webconference), and represent the OpenLab team on campus and in external venues. This is a flexible position, with Fellows working according to a schedule and on an as-needed basis, both on campus and remotely.

Ideal candidates will possess the following qualifications:

- familiarity with the OpenLab or other WordPress/BuddyPress installations (e.g., the CUNY Academic Commons, Macaulay ePortfolios, and Blogs@Baruch)
- expertise in digital pedagogy
- experience with developing and leading workshops for a variety of users
- strong organizational skills and attention to detail
- a willingness to work collaboratively with a team
- communications skills for responding to support requests with speed, empathy, and creativity
- good understanding of socially networked online spaces and a variety of digital tools
- knowledge of information architecture, usability, and the user experience
- the ability to create visually attractive, informative, and well-written blog posts, help documentation, and screencasts

Hours and Pay: This is a year-round position, 12-15 hours/week, \$34.87/hour.

Start Date: Fellows will begin the position with limited hours in June 2018, and shift to 12-15 hours/week in August 2018. The majority of summer work will be done remotely, with in-person responsibilities starting in full swing mid-August.

Deadline: Applications should be submitted by Sunday, April 15, 2018, with review of applications and interviews beginning shortly thereafter.

Application: To apply, submit a cover letter, CV, and representative samples of your digital work to OpenLab Co-Directors Jill Belli (jbelli@citytech.cuny.edu) and Jody R. Rosen (jrosen@citytech.cuny.edu). Please note your anticipated graduation date, and any current and planned employment within the CUNY system or for the Research Foundation of CUNY.