

NOTICE

MIT Graduates wanted to work for MIT OpenCourseWare as Department Liaisons for Aero/Astro, Materials Science, Biology, Chemistry, or Nuclear Engineering, starting July 2007.

"OpenCourseWare expresses in an immediate and far-reaching way MIT's goal of advancing education around the world. Through MIT OCW, educators and students everywhere can benefit from the academic activities of our faculty and join a global learning community in which knowledge and ideas are shared openly and freely for the benefit of all."

— Susan Hockfield, President of MIT

MIT OpenCourseWare (MIT OCW), available online at <http://ocw.mit.edu>, makes the MIT Faculty's course materials used in the teaching of almost all of MIT's undergraduate and graduate subjects available on the Web, free of charge, to any user anywhere in the world. MIT OCW can be considered a large-scale, Web-based publication of educational materials, but more than a publishing initiative, MIT OCW is an endeavor that is already contributing to the democratization of education and knowledge around the world. Educators in the U.S. and the developing world utilize the materials for curriculum development, while students and self-learners around the globe draw upon the materials for self-study or supplementary use. With 1675 courses now available, MIT OCW is delivering on the promise of open sharing of knowledge. As a member of the MIT OCW team, employees have an opportunity to participate in the growth of this important education initiative that is having a worldwide impact and benefits educators and students everywhere.

Position Description: Department Liaison, MIT OpenCourseWare

Department Liaisons support the publication of materials from MIT's various departments, as well as building and maintaining relationships across the Institute. They assist faculty with the development or compilation of course materials for MIT OCW. This may include development of new materials for teaching purposes, by working with the faculty in classes to create content. It may also involve creating materials for use in digital learning systems such as Stellar or SloanSpace. For courses already in electronic form, this position will require the collection and assembly of any materials that are input into the MIT OCW production process, along with the research of citations and ownership for copyrighted objects. Department Liaisons serve as a key link throughout the course site production process between MIT faculty and MIT OCW. The position also entails other work, such as the design and implementation of special projects, file organization, site design and creation, and quality assurance. This is a renewable one-year position, July 2007 to June 2008, with the possibility of extension. The salary begins at \$40,000.

Requirements

A familiarity with the subject matter in any MIT department, a knowledge of that department's curriculum, and experience working with faculty; an aptitude for specific technologies used in MIT teaching (Stellar, SloanSpace); knowledge of Web-authoring technology and standard desktop applications; knowledge of other software preferred, such as Latex, Adobe Photoshop, Adobe PDF, Macromedia Dreamweaver, etc. Experience with complex project management tasks and tools preferred. Good oral and written communications skills needed. Must manage time to accomplish job requirements in a professional and timely manner. Must be well-organized, committed, accurate, thorough, punctual, and show meticulous attention to detail. Must accept responsibility for on-schedule task fulfillment and job performance. Seeking a self-motivated professional who is comfortable with ambiguity in a diverse organization. MIT degree strongly preferred.

Please submit resumes to ocw-hiring@mit.edu.

