

# **Job Announcement from the Doctoral Students' Council**

## **OpenCUNY Coordinator for Education & Support**

**Applications due: May 2, 2016**

The OpenCUNY Academic Medium was formed in early 2008 to provide student organized, open-source, social media for the The GC community. OpenCUNY ([www.opencuny.org](http://www.opencuny.org)) advocates on behalf of Graduate Center students and provides access to a free and open source digital media platform.

The new Coordinator for Education & Support will start on July 1, 2016, and be paid an annual stipend of approximately \$6300 through monthly stipends. The OpenCUNY Coordinator stipend can be combined with other graduate stipends and fellowships without issue. **Applicants must be matriculated Graduate Center students and participants of OpenCUNY.org with web development experience relevant to WordPress.**

The open position of Coordinator for Education & Support shall be responsible for:

- serving as primary liaison to OpenCUNY participants, including intake of requests;
- conducting workshops, creating support materials, and identifying relevant external support materials;
- promoting OpenCUNY;
- analyzing existing usage of OpenCUNY, with the aim of improving participant experience.

The successful applicant will work with the Coordinator for Planning & Development and the Coordinator for Organizing & Action on the following:

- facilitating communication and decision-making among the OpenCUNY Board,
- performing maintenance on the digital medium, including theme and plugin updates, bug checks and troubleshooting
- administering participants' accounts and requests
- ensuring the reliability of the medium and adoption of open standards, and
- ensuring that all activities of OpenCUNY are in compliance with the OpenCUNY Terms of Participation and DSC Constitution and Bylaws.

It would be swell if you also had the following:

- strong back-end and network administration experience with WordPress, preferably multisite
- experience with or willingness to learn server-level operations, e.g. cPanel, MySQL, WHM
- a collaborative work ethic and ability to work efficiently asynchronously
- desire to engage groups within The GC, other CUNY campuses, and the greater NYC Community through the planning of events
- dedication to building and preserving support structures and institutional memory

If you have any questions about this position or about OpenCUNY, please email [info@opencuny.org](mailto:info@opencuny.org).

**To apply, please send a cover letter, CV, and one-page descriptive list of digital projects and experience, by May 2, to Amy Martin, DSC Co-Chair for Student Affairs: [ccsa@cunydisc.org](mailto:ccsa@cunydisc.org).**