



## **Associate, Digital Learning (Bilingual French/English)**

Full time, Temporary (1-Year)

### **eCampusOntario**

eCampusOntario is a provincially-funded non-profit organization that leads a consortium of the province's 54 publicly-funded colleges, universities and indigenous institutes to develop and test online learning tools to advance the use of education technology and digital learning environments. Officially registered as the Ontario Online Learning Consortium (OOLC) and referred to as eCampusOntario we:

- Support the development and delivery of quality online learning experiences across all of Ontario.
- Lead in research, development and sharing of exemplary practices in online and other forms of technology-enabled learning.
- Support member institutions in fostering innovation, collaboration, and excellence on behalf of Ontario students, faculty and stakeholders.
- Contribute to the evolution of teaching and learning by responding to emerging technology and the development of state-of-the art online learning.

## **Associate, Digital Learning**

### **Position Summary**

As a key member of the Sector Transformation team, the Associate, Digital Learning will provide leadership on one (1) or more eCampusOntario initiatives.

The Associate, Digital Learning will work with a key team of advisors and diverse set of post-secondary stakeholders to initiate, plan, and execute programming and act as first point of contact and public champion for the initiative(s). They will bring a deep understanding of the Ontario post-secondary environment and experience within the sector and in the digital learning environment more broadly.

The Associate, Digital Learning will have the experience and maturity to independently determine priorities based on established project goals, while working collaboratively in a team environment. The role will manage external contractors and vendors to execute and exceed project deliverables with minimal supervision.

### **Accountabilities, Duties and Responsibilities**

#### **Program Development**

- Defining, developing, and implementing program activity as assigned, working to meaningfully engage stakeholders from across eCampusOntario member institutions in the program activity.
- Collaborating frequently and effectively with team members from across the organization to ensure that initiatives are evaluated for risk and for continuous improvement purposes.

### **Program Oversight**

- Liaising with external vendors, consultants, vendor contracts and providing guidance to student interns as needed.
- Overseeing project activities and timelines, and on an infrequent, but as needed basis, providing guidance to peers within the business unit, and cross-functionally.
- Overseeing and delivering on project timelines, objectives and key results, and reporting, and ensuring that government targets are met or exceeded.

### **Communications**

- Representing eCampusOntario in public events, presenting on diverse subject matter, and acting as an influencer, advocate, and ambassador for eCampusOntario programming.
- Maintaining awareness of perspectives of diverse stakeholder audiences in order to gather, analyze, and communicate key trends and recommended shifts to the program approach.
- Identifying opportunities to boost awareness of program areas and generating excitement and interest.

### **Education, Professional Designations and Development**

- Master's degree required, preferably in the areas of education, educational technology, instructional design, arts, sciences, business or equivalent combination of knowledge, skills, and experience.

### **Experience**

- Minimum (3) years' professional experience in a post-secondary environment.

### **Skills**

- **Bilingual in French and English is required.**
- Strong project management skills that are solutions-oriented and encourage cross-collaboration.
- Expert presentation and communications skills and experience hosting in-person events.
- Experience with Learning Management Systems (LMS) administration an asset.
- Strong decision-making abilities and the ability to work both independently and collaboratively.
- Able to use judgment and discretion when representing eCampusOntario in public settings and engaging with other staff, vendors, and contractors.
- Creative and analytical thinker with excellent problem-solving abilities.
- Able to address stakeholder concerns directly and act as program champion and advocate for eCampusOntario.

- Tendency to listen and learn first, and act second.
- Able to prioritize multiple and competing demands to achieve objectives and project goals.
- Strong organizational skills.
- High tolerance for ambiguity.
- Able to have positive impact on organizational culture.
- Demonstrated commitment and understanding equity, diversity, decolonization and inclusion with the ability to communicate and work effectively with diverse peoples.

## Application Process

Candidates are invited to email us at [talent@ecampusontario.ca](mailto:talent@ecampusontario.ca) (subject **Associate, Digital Learning**) with a Cover Letter and Resume attached as a **single PDF file**, titled “**Last Name, First Name.pdf**”.

The Resume must clearly highlight all relevant education, training and experiences that are applicable to the minimum qualifications for this position and should not be longer than **two (2) pages**. Please include your salary expectations in your cover letter. The base salary range for this position is \$75,000.00 – \$95,000.00 CAD. The range displayed on each job posting reflects the target for new hire salaries for the position; within the range, individual compensation is determined by job-related skills and knowledge, and relevant experience. It is expected that the successful candidate will be offered a salary between \$75,000.00 – \$80,000.00 CAD.

Candidates must be legally entitled to work in Canada.

Offers are conditional upon the successful review of three (3) professional references and a satisfactory background check.

**Posting will remain open until filled.** We thank all applicants for their interest, however only those candidates invited to interview will be contacted. Please continue to check our [Jobs & Opportunities](#) for more exciting positions.

### Equity, Decolonization, Diversity and Inclusion Statement

The current social context informs our work. This includes the imperative to join the fight against anti-Black racism and anti-BIPOC racism, and to support Equity, Decolonization, Diversity and Inclusion in everything we do. We will seize this moment to rebuild and support an environment that prioritizes inclusion, representation and voice.

### Accessibility Statement

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), eCampusOntario is committed to accommodating applicants with disabilities throughout the talent acquisition process. If you require any accommodations at any point during the talent acquisition process, please contact [talent@ecampusontario.ca](mailto:talent@ecampusontario.ca)

### Hybrid Work Model

This position is based out of the eCampusOntario office in downtown Toronto, where our hybrid work model includes both in-person and remote work opportunities. Our current in-person work requirement is two (2) days per month which may be changed at any time to meet our evolving organizational needs.

**For more information on eCampusOntario, please visit our website at <https://www.ecampusontario.ca/>**