Assistant, Various Departments

Part-time/Full-time Hours

Temporary Opportunities for Current Students or Recent Graduates

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.

Assistant, Various Departments

Start Date: Immediately
End Date: Friday, August 29, 2025
Number of Hours: Up to 35 hours per week
Hourly Rate: $20 to 25 per hour
Positions Available: Multiple

Position Summary

eCampusOntario is offering temporary opportunities for students currently enrolled in or have recently graduated from Ontario's Post-Secondary Institutions.

Reporting to the Manager, Programs**,** the Assistant will help enhance eCampusOntario's services to our member institutions on engaging with our platforms. The Assistant will support data management project activity, provide technical support to users, explore the adoption of emergent technology education, collect and analyze data, and create written communications to support program goals.

Duties and Responsibilities

The successful candidate will fulfill the following duties and responsibilities:

- Assist project creators in making updates to their projects.
- Provide virtual support to platform users via virtual meetings, email, and chat.
- Collaborate with team members in the design and delivery of targeted user support, events, workshops, and other services.
- Participate in data analysis, quality assurance, and clean-up to support program goals and identify gaps and opportunities.
- Create written materials and assist with planning for the launch of platforms, services, and strategic initiatives by partnering and coordinating with cross-functional teams.
- Provide project administration and coordination across Digital Innovation and Sector Transformation teams, as required.
- Other duties as assigned.

Eligibility

For this temporary opportunity, candidates **must** be:

1. A current student at, or recent graduate of, one of Ontario's Colleges, Universities, or Indigenous Institutions.
2. Legally entitled to work in Canada and eligible to work off-campus for up to 35 hours per week.
3. Able to provide a valid Social Insurance Number (SIN), proof of enrollment, and evidence of eligibility for off-campus work (e.g. stated in the conditions of a Study Permit).

Skills

- Familiarity with digital learning resources as demonstrated through completed coursework or other projects.
- Strong customer service and communication skills in a virtual support context.
- Organizational and time management skills, with the ability to coordinate projects of varying duration and complexity and manage competing priorities within tight deadlines.
- Tolerant of ambiguity and creative in approach to problem solving in the absence of a clear path toward an objective.
- Exceptional attention to detail.
- Sound judgment with respect to confidential and sensitive information.
- 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 (subject *Assistant, Various Departments)* with a Cover Letter and Resume attached as a **single PDF file**, titled "*Last Name, First Name.pdf*".

The Cover Letter should explain why you are applying for the opportunity and what you think will bring to the role and organization. The Resume must clearly highlight all relevant education, training, and experiences that are applicable to the minimum qualifications for this opportunity. Applications should not be longer than **two (2) pages**.

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

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 (minimum) 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/