

Intern, People and Culture – Full-time, Temporary (January to March 2022)

eCampusOntario

eCampusOntario is a provincially-funded non-profit organization that leads a consortium of the province's 50 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.

Intern, People and Culture

Internship Details

- Duration of internship: 12 continuous weeks (January to March 2022)
- Start date: January 10, 2022
- Rate: \$22.00 per hour
- Hours: 35 hours per week (specific days and times are flexible)
- Number of positions: 2

Position Summary

eCampusOntario is offering two (2) paid full-time internship for students currently enrolled in an Ontario Human Resources Management post-graduate or degree program. Reporting to the Director, People and Culture and partnering with the Generalist, People and Culture, the Intern, People and Culture will support eCampusOntario in areas such as talent acquisition; employee onboarding; employee engagement; equity, diversity, decolonization and inclusion (EDDI); HRMS/HRIS administration and data management; employee training, organizational and professional development; and day to day people and culture related duties, as assigned.

Accountabilities, Duties and Responsibilities

The successful candidate will have and fulfill the following duties and responsibilities:

- Support full-cycle talent acquisition processes, including posting of positions and interview scheduling
- Provide administrative support to the People and Culture team on initiatives projects and functions, including employee engagement and employee wellness
- Draft general forms, letters and memos, as required
- Support HRMS/HRIS implementation and administration
- Assist with maintenance of employee files and People and Culture records

Please note: All candidates will be expected to sign a non-disclosure agreement and adhere to the highest standards of ethics, integrity, and confidentiality.

Education and Experience

During the internship program, interns **must** be:

1. A current student of one of Ontario's colleges or universities.
2. Eligible to work off-campus for 35 hours per week (i.e., Canadian citizens, permanent residents, persons to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*, or international students who are eligible to work off-campus).
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

- Proficiency in MS365 (Outlook, Word, Excel, PowerPoint and SharePoint) required.
- Excellent interpersonal and teamwork skills, with the ability to handle highly confidential data and records required.
- Excellent organization and time management skills required.
- Cloud-based/mobile HRMS/HRIS and LinkedIn fluency an asset.
- Familiarity with various Ontario Employment Legislation.
- 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 jobs@ecampusontario.ca (subject **Intern, People and Culture**) with a **Cover Letter** and **Resume** attached as a **single PDF file**, titled "**Last**

Name, First Name.pdf". Please ensure that your Resume is no longer than two (2) pages, and clearly highlights all relevant education, training and experiences that are applicable to the minimum qualifications for this role.

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 closes **Sunday, December 5, 2021 at 11:59 p.m.** 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 jobs@ecampusontario.ca

COVID-19 Pandemic Statement

eCampusOntario's operations are currently remote due to the global COVID-19 pandemic. Once it is safe to do so, this position will be based out of the eCampusOntario office in downtown Toronto where we envision a hybrid-work arrangement will be made available for all of our employees.

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