

## **Associate, Digital Transformation**

### **Full time, Temporary (One-year)**

### **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.

## **Associate, Digital Transformation**

### **Position Summary**

As a key member of the research and foresight team, the Associate, Digital Transformation (the "Associate") will report to the Manager, Research and Foresight. Under the guidance of the Manager, and with direction from the Director, Projects and Innovation, the Associate will leverage human-centred design principles to engage in research, ideation, prototyping, testing, piloting, and iterating, products, programs, and services.

The Associate will work closely with internal and external partners support principles of Equity, Diversity, Decolonization, and Inclusion in all aspects of their program design and partner engagement activities. The candidate will have very strong communication (written and oral), analytical, and organizational skills, with a deep understanding of digital learning and human-centred design principles

The Associate will be responsible for leading aspects of eCampusOntario's digital by design strategy as it relates to supporting the transformation of the post-secondary education sector. The successful candidate has the experience and maturity to independently determine priorities

based on established project goals, while working collaboratively in a cross-functionally team environment. The candidate is able to manage external contractors and vendors to execute and exceed project deliverables with minimal supervision.

## **Accountabilities, Duties and Responsibilities**

The successful candidate will have expertise and experience in one or more of the three areas identified below.

### **1) Program Development**

- Design, develop, and implement program activity related to eCampusOntario's digital by design strategy, working to meaningfully engage stakeholders from across member institutions in the program activities.
- Collaborate effectively with team members across the organization, including (but not limited to) the Research and Foresight team, the Project Management Office, and the Programs and Services team, to ensure that initiatives are appropriately structured, planned, designed with the end-user in mind, and evaluated for continuous improvement purposes.
- Facilitate cross-functional discussions to design service offerings, elicit feedback, and iterate.

### **2) Management and Reporting**

- Manage project timelines, progress reports, and stakeholder expectations.
- Manage objectives and key results, and reporting ensuring that government targets are met or exceeded.
- Manage external vendors, consultants, and student interns as needed.

### **3) Communications**

- Act as an influencer, advocate, and ambassador for eCampusOntario's digital transformation programming and offerings.
- Communicate clearly and professionally with internal and external stakeholders in virtual, written, and face-to-face settings.
- Maintain awareness of perspectives of diverse stakeholder audiences in order to gather, analyze, and communicate key trends and recommended shifts to the program approach.
- Identify opportunities to boost awareness of innovative projects and service offerings.

The successful candidate will fulfill the following duties and responsibilities:

- Design, develop, and implement program activity related to eCampusOntario's digital by design strategy.
- Lead project areas, working collaboratively with other members of the eCampusOntario team to drive success.
- Engage with post-secondary education stakeholders, leading co-design and co-development activities to ensure offerings are aligned to sector need.
- Manage external contractors, vendors, or student interns as needed.
- Act as ambassador and advocate for eCampusOntario's digital transformation programming and offerings.
- Work alongside the Manager to summarize project progress in reports for a diverse stakeholder audience
- Meet or exceed government targets for program activities
- Support member institutions in communities of practice, including facilitating the sharing of best practices
- Keep up to date on emerging trends and research on programs and services related to eCampusOntario
- Collaborate with team members, senior management, and business owners to move projects forward
- Facilitate and contribute to project meetings or presentations
- Maintain project assets, communications, and documentation

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

- Undergraduate degree or diploma in business, entrepreneurship, or similar.
- Additional training or certifications in design thinking or human-centred design considered an asset.

## **Experience**

- Experience designing and developing programs, products, and services using agile practices
- Experience working in a post-secondary environment, preferably in Ontario, is preferred
- Experience in a non-profit environment considered an asset

## **Skills**

- Creative and analytical thinker; excellent problem-solving abilities
- Tendency to listen and learn first, and act second
- Able to prioritize multiple and competing demands
- Strong organizational skills
- High tolerance for ambiguity

- Strong decision-making abilities; ability to work both independently and collaboratively
- Positive impact on organizational culture
- Expert presentation and communications skills
- 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](mailto:jobs@ecampusontario.ca) (subject **Associate, Digital Transformation**) 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**.

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.

**This position is 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 [jobs@ecampusontario.ca](mailto: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/>**