Analyst, Projects

Full-time, Temporary (Immediate start, ending March 2024)

eCampusOntario

eCampusOntario is a provincially-funded non-profit organization that leads a consortium of the province's 53 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.

Analyst, Projects

Position Summary

The Analyst, Projects (the "Analyst") will report to the Senior Manager, Project Management Office (PMO) and support the planning, execution, monitoring and close-out of the Ontario Virtual Learning Strategy (VLS) project, as well as other related enterprise projects.

The Project Analyst will help drive eCampusOntario projects to successful completion by coordinating information and interdependent activities, providing support through data analysis, contributing to project planning, preparing and maintaining documentation, monitoring project activities, and evaluating overall projects.

The successful candidate will have strong project management, communication, analytical, and organizational skills. These skills are required to enable meticulous preparation of project

documentation and reports, and to derive insights from large amounts of data that support and guide optimal project performance.

This position is responsible for supporting the successful implementation of the VLS project and for deepening eCampusOntario's project management knowledge, resources, and best practices. This position forms part of eCampusOntario's PMO.

Accountabilities, Duties and Responsibilities

The Analyst will be responsible for:

1. Project implementation

    - Work with the PMO team to implement its strategy for ensuring successful delivery of eCampusOntario projects in alignment with eCampusOntario's strategic goals
    - Support the operational aspects of projects and streamline overall work-flows, with the primary aim of keeping the projects on track

2. Project monitoring, reporting, and data analysis

    - Create and maintain project documentation and status reports, while serving as a key source of information about projects to internal stakeholders
    - Build and maintain organization-wide project dashboards on Power BI
    - Evaluate and monitor progress by tracking and analyzing variances in key performance indicators
    - Produce business insights and action recommendations by analyzing data and measuring outcomes

3. Requirements and business process design

    - Gather, analyze, and communicate requirements and changes to business processes, to ensure stakeholder objectives are in alignment with the project
    - Identify opportunities to remove barriers and improve upon eCampusOntario's current practices and processes, while assisting in the development of net-new business processes

The Analyst will fulfill the following duties and responsibilities:

- Create, manage, and distribute project plans, schedules, and other project-related artifacts
- Track, forecast, and report on project progress and performance, including metrics and challenges
- Collaborate with the PMO team and other internal business areas and teams
- Identify, document, report, and communicate project risks and change re-quests
- Monitor and evaluate overall project status

- Use software programs to process data and interpret the results through critical thinking to produce insights that optimize performance
- Identify problems and shortfalls during project planning and execution, and propose relevant solutions
- Identify, analyze, and communicate project / business requirements
- 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 databases
- Provide operational support such as liaising with stakeholders and tracking timelines

Education, Professional Designations and Development

Education

- Undergraduate degree or diploma in business, project management, or data analytics

Professional Designations

- Project Management Professional (PMP) certification, or similar, considered an asset
- International Institute of Business Analysis (IIBA) certification, or similar, considered an asset

Experience

- Three (3) years of prior experience as a project analyst or project coordinator
- Experience working with and shaping a PMO
- Experience with project management software (e.g., Wrike, MS Teams, Project for the Web, Planner, etc.)
- Experience in data visualization using software platforms (e.g., Power BI, Domo, Tableau etc.)
- Experience with diagramming software (e.g., Microsoft Visio, Creately, Lucidchart, or draw.io) considered an asset
- An understanding of the Ontario higher education environment

Skills
- Strong understanding in project management and data analysis
- Ability to prioritize multiple and competing tasks to maximize impact and results with limited resources and time
- Excellent interpersonal and verbal and written communication skills
- Ability to synthesize data to draw conclusions and make recommendations
- High tolerance for ambiguity while dealing with a multi-stakeholder environment
- Strong critical thinking, analytical, and problem-solving skills

- 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
- Bilingualism (English/French) considered an asset

Application Process

Candidates are invited to email us at talent@ecampusontario.ca (subject *Analyst, Projects)* 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*.

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 and 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.

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