Assistant, Digital Product

Full time, Temporary (Immediate start, ending August 2023)

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.

The Ontario Collaborative Innovation Platform (OCIP) helps Ontario companies address business challenges with a comprehensive, coordinated process to support research & development and workforce training.

Ontario Exchange is a matchmaking platform connecting Ontario postsecondary institutions with professionals in the virtual learning industry.

Assistant, Digital Product

Position Summary
Reporting to the Senior Manager, Platform and Product Development, the Assistant, Digital Product will work as part of the Product team to enhance eCampusOntario's platforms, Ontario Exchange (OEX) and Ontario Innovation platform (OCIP). The incumbent will support the Product team by collecting and analyzing data, creating written communications, and ensuring project success and outcomes.

The incumbent displays strong interpersonal, collaboration and project management skills. Building relationships and partnering closely with internal leaders is critical to success in this

role. This position supports the Product team in the ongoing design, development, and coordination of eCampusOntario platforms, programs and services, and creates transformative value for our members.

Accountabilities, Duties and Responsibilities

Working with the Product team, the position helps advance the organization's collaborative innovation strategies. Responsibilities include:

1. Gathering information and working with partners to ensure information is input into systems

- Support team members and external partners to collect, analyze and coordinate data input into systems
- Assist in the curation and organization of diverse and complex data sets and reports to effectively deliver on the project vision and goals
- Assist in the utilization of data-driven analysis to identify, summarize, and present gaps and opportunities for project strategy and execution

2. Coordinating projects and information flow in collaboration systems

- Assist end users to utilize collaboration systems, including data upload and project development and coordination
- Coordinate and communicate with cross-functional teams and internal stakeholders

3. Supporting the creation and review of written communications and digital content on eCampusOntario's collaborative innovation platform

- Create written materials and assist with planning for the launch of products, platforms and strategic initiatives by partnering and coordinating with cross-functional teams.

Education, Professional Designations and Development
- Bachelor's degree (or in progress; must provide proof of enrollment in an Ontario postsecondary institution) in Project Management, Information Studies, Business etc. or relevant field of study.

Experience
- Ability to work with diverse stakeholders to gather data and ensure these are reflected in database systems
- Ability to identify key industry information (trends, issues, insights driving disruption, client specific data, and strategic business opportunities), and ability to navigate through ambiguity and shift easily from one subject matter to the next Exemplary verbal,

presentation, and written communication skills, plus strong facilitation skills with an ability to balance conversation with stakeholders and diverse groups
- Ability to effectively work across distributed (virtual) teams as a collaborative team member
- A clear understanding of the unique context of post-secondary, public sector or non-profit governance in Ontario, its multi-layered approvals processes and the planning required to navigate them effectively
- Expert use of Microsoft Outlook and Office, strong knowledge of Microsoft Teams, Adobe Acrobat, project management tools, data visualization tools, video conferencing and webinar software
- Experience with data analysis and visualization tools, such as Microsoft Power BI, Advanced Excel,Tableau, and Miro
- Ability to learn and use new software quickly, strong work ethic, resourcefulness, and initiative.

Skills
- Exceptional 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
- Ability to synthesize data to draw conclusions and make recommendations that promote a culture of knowledge sharing and innovation
- Exceptional attention to detail, data-driven strategic mindset
- Based on a project or initiative, may work closely, seek guidance and support cross-functional Product team.
- Sound judgment with respect to confidential and sensitive information.
- With guidance from the Senior Manager, Platform and Product Development, acts independently to solve problems associated with the assessment of products or content with external stakeholders.
- Uses judgement to escalate stakeholder concerns to the Senior Manager, Platform and Product Development as required.

- Demonstrated commitment and understanding equity, diversity, decolonization and
- inclusion with the ability to communicate and work effectively with diverse peoples

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Application Process

Candidates are invited to email us at talent@ecampusontario.ca (subject *Assistant, Digital Product)* 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 an 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.

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