Digital Learning Associate - Supporting Digital by Design

Full-time, Permanent

Location: Hybrid Work Model (travel to offices of eCampusOntario periodically required, as well some periodic provincial and national travel as business unit needs arise)

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.

Supporting Digital Campus

eCampusOntario is leading a series of programs to enhance and develop innovative, *digital campus* supports. The programs will leverage eCampusOntario's expertise, network and convening power. Program outcomes will support sector-wide Digital Transformation.

Digital Learning Associate

Position Summary

As a key member of the programs and services team, the Digital Learning Associate (DLA) will provide leadership on supporting **the scaling of Digital Campus** programs.

The DLA will work with a key team of advisors and diverse set of post-secondary stakeholders to initiate, plan, and execute programming and act as first point of contact and public champion for these programs and services. The candidate brings a deep understanding of post-secondary environments and has demonstrated experience within the sector and in the digital learning environment more broadly.

The successful candidate has the experience and maturity to independently determine priorities based on established project goals, while working collaboratively in a 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

- Define, develop, and implement program activity for **Digital Campus** programs by working to meaningfully engage stakeholders. Collaborate effectively with program and service team members, including members of the Research, Evaluation, and Foresight team to ensure that initiatives are evaluated for continuous improvement purposes.
- Actively participate with other members of the Programs and Services team in supporting initiatives such as French Experiential Learning, Open Library, Digital Leadership, Ontario Extend, Adaptive Learning, Micro-credentials, Virtual Learning Strategy and others.

2) Management

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

3) Communications

- Represent eCampusOntario in public events, presenting on diverse subject matter and acting as an influencer, advocate, and ambassador for eCampusOntario programming.
- 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 program areas and generate excitement and interest.

The successful candidate will fulfill the following duties and responsibilities:

- Define, develop, and implement eCampusOntario program and service initiatives, namely, to support the **Digital Campus** programs.
- Manage external contractors, vendors, or student interns as needed.
- 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 programming is aligned to need.

- Act as ambassador and advocate for eCampusOntario at public events.
- Summarize project progress in reports for a diverse stakeholder audience; review documentation for alignment with program activities and current climate.
- Meet or exceed government targets for program activities.
- Support 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, including adaptive learning, digital fluency, digital leadership, and experiential learning.
- 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

- Master's degree required, education, educational technology, instructional design, arts, or business. An undergraduate degree in combination with knowledge, skills, and experience may be considered.

Experience

- 4-6 years' experience in a post-secondary environment, preferably in Ontario
- Teaching experience at the post-secondary level considered an asset
- Experience in a non-profit environment considered an asset

Skills

- Management skills
- Expert facilitation, presentation and communications skills
- Strong decision-making abilities
- Ability to work both independently and collaboratively
- 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
- 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

Application Process

Candidates are invited to email us at talent@ecampusontario.ca (subject *Digital Learning Associate)* 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. The successful candidate will have expertise and experience in one or more of the three areas identified below. 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.

A personal vehicle is not required for limited travel and not all DLA positions will require the same level of travel.

Offers are conditional upon the successful review of three (3) professional references and a satisfactory background check.

The posting closes on Friday, December 8, 2023, at 5:00 pm. We thank all applicants for their interest, however, only those candidates invited to interview will
be contacted. Please continue to check out 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/**