-19: Businesses continuing to operate during the pandemic restrictions must follow strict health and safety requirements. As in all co-op employers must comply with all employment standards as mandated and overseen by provincial and local authorities. Please s a condition of employment some employers require employees to be vaccinated, including student employees. When in doubt olicy or safety conditions, students are advised to discuss concerns with the employer during the interview and/or consult the riate authorities.

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ob Posting

osting Status:	**Expired**

Posting Detail

Overview

anization Name	University of Victoria

ion

sion Name	Division of Continuing Studies

POSTING INFORMATION

op Work Term:	2023 - Fall
ition Type (Disclaimer: not ypes available in all grams):	Regular Co-op, Full Time
op Work term Duration:	4 Months (12-18 weeks) Full Time (1 Work Term)
Title:	Online Learning Services Co-op
Location:	Victoria
ion:	BC-Victoria (Capital Region)
s this job require the dent to be fully vaccinated COVID-19?:	Unknown
this a contractor role?:	No
Number of Positions:	1
Work Abroad:	No

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Home I Dashboard ⌄

CO-OP ⌃

    Co-op dashboard

    JOB POSTINGS

    Documents

    Applications

    Interviews

Career/general job postings ⌄

Volunteer opportunities ⌄

Scholarships

Casual job board

Casual work registry

Tutor board and tutor registry

Mock Interview Clinic ⌄

Events and workshops

Appointments ⌄

Co-curricular ⌄

Logout

direction from the Online Learning Specialists and works in collaboration with the Online Learning Services (OLS) team to support Division of Continuing Studies staff, instructors and students. This position will work on multiple requests while supporting the team to meet deadlines. The incumbent is responsible for assisting the delivery of online courses. This includes:

- Providing technical support by email, phone, Microsoft Teams and Zoom
- Assisting OLS administer course maintenance and Zoom support
- Assisting OLS provide advanced learning technology support
- Building and editing content within the LMS (Brightspace) to accomplish intended functionality, accessibility and appearance

Upon successful completion of this co-op term, you will be able to:

- Apply professional communication skills
- Apply principles of learning design such as UDL and inclusive pedagogy in supporting the delivery of online courses
- Perform administrative and organizational tasks in a customer-service-oriented environment
- Provide effective technical support to clients who have a variety of technical skill levels

...alifications:

QUALIFICATIONS:

Applicants should:

- Have strong interest in providing client support
- Have experience working online with the features of Zoom and Brightspace
- Have the ability to work effectively both as part of a team and independently
- Experience with Microsoft 365 including Word, Excel and Outlook
- Have HTML skills to edit a webpage with hyperlinks, lists, tables, images and paragraphs
- Be able to adapt to change in a dynamic, fast-paced environment
- Have the ability to communicate effectively in a customer-service-oriented environment

JOB LOCATION ON-CAMPUS: On Campus

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...uire a co-op student to ...plete a Criminal Records ...ck?:	
...imum Academic Year ...pleted:	1
...imum Work terms ...pleted:	0
...there any restrictions that ...ld hinder hiring of non-...adian students with a ...d work permit?:	No

...LICATION INFORMATION

...lication Deadline:	May 18, 2023 10:00 AM
...lication Procedure:	Through UVic Posting System
...lication documents ...uired:	Cover Letter,Résumé,UVicTranscript
...Degrees and Disciplines:	No
...geted Faculties and Co-op ...grams:	View Targeted Programs

ORGANIZATION INFORMATION

Organization:	University of Victoria

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