



**Job Title**  
**Reports to:**  
**Term:**

Technology Modernization Assistant – Summer Student  
Director, Sport  
**July 14 – August 29, 2025**

### **Job purpose**

The Technology Modernization Assistant will support the organization's ongoing digital transformation efforts. This role is ideal for a post-secondary student with a background or education in business intelligence, data analysis, or information systems. The individual will assist in the development, documentation, and implementation of data-driven tools and systems to enhance organizational efficiency, analytics, and decision-making.

### **Duties and responsibilities**

- Assist in analyzing current technology systems and identifying opportunities for improvement.
- Support the migration of systems to modern platforms and tools.
- Contribute to the development and visualization of business intelligence dashboards and reports.
- Perform data cleaning, preparation, and integration for reporting purposes.
- Document workflows, standard operating procedures (SOPs), and technical processes.
- Collaborate with cross-functional teams to collect information and department needs.
- Test and provide feedback on new software tools and process automations.
- Assist in training materials development and onboarding sessions for staff adoption of new systems.

### **Qualifications and experience**

- All applicants must be currently enrolled in a secondary, or post-secondary institution or within six months of graduation and have reached the age of 15 upon commencement of employment.
- Applicants should be currently enrolled in a post-secondary program in Business Intelligence, Information Technology, Computer Science, Data Analytics, or a related field. Students hired by recipient organizations must meet the eligibility criteria of the program:
  - Proof of student enrolment must be provided to the employer.
  - Students must be residents of Ontario during the period of employment.
  - Students must be eligible to work in Canada and have a Social Insurance Number (SIN).
  - Students should be living in Ontario at the time they start work.
  - Familiarity with business intelligence platforms (e.g., Power BI, Tableau, Google Data Studio).
  - Exposure to or experience with cloud-based productivity tools (e.g., Microsoft 365).

### **Skills and fit**

- Strong analytical and problem-solving skills.
- Excellent written and verbal communication abilities.
- Attention to detail and a structured approach to documenting processes.
- Ability to work both independently and collaboratively in a hybrid team environment.
- Self-motivated with a keen interest in learning and innovation.

### **Working conditions**

- Fixed Term - 37.5 hrs per week for 7 weeks.



- Hybrid Model – Remote/Office based on the needs of the business.
- Extended hours on evenings and weekends from time to time may be required to meet the needs of the business.
- Must have own computer and work from home setup.

The employer is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

The employer welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

**Salary Range: \$21.00 to \$23.00/hr**

**Please email Resume and Cover Letter to: Chris Mabee via email to [cmabee@skateontario.org](mailto:cmabee@skateontario.org)**

**Closing date: 12 Noon Eastern – July 4, 2024**

**Anticipated start date:** Monday July 14, 2025

Only those selected to be interviewed will be contacted.