External Posting
IT – Summer Student

Posting Date: Wednesday, December 19, 2018	**Closing Date:** **Friday, January 18, 2019 @ 12:00 NOON**
Wage: $ 14.50 per hour	**Classification:** Summer Student (May to August)

Each year, the District offers summer employment opportunities to post-secondary students as a means of helping students develop transferrable skills, support their career goals and learn about the Municipal sector.

In 2019, we have an opportunity for an IT Summer Student in our Finance and Corporate Services Department. This role works with Information Technology Services (ITS) and is responsible for working with the IT Operations and Infrastructure team in the deployments of computers and other peripherals, as well as inventory collection and documentation.

This Summer Student job works up to 35 hours per week Monday - Friday.
Students should be available to begin work the first week of May and continue work through to the end of August.

Responsibilities of the IT Summer Student will include, but not be limited to:
- Coordinate and conduct hardware installations with users;
- Work with users regarding computer systems, peripherals and operating systems;
- Assist with inventory data collection and management on Information Technology systems and hardware;
- Maintain records and logs legibly and in detail, as required;
- Maintain confidentiality of information that may be disclosed when working on users systems;
- Travel to various customer locations to gather inventory information will be required;
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District
- Other related duties as assigned.

The skills, experience and qualifications we are seeking for this job include:
- **Must be enrolled in full-time post-secondary studies for the following school year with proof of enrolment provided to the Human Resources department when requested**
- Experience with Microsoft Office and operating systems is required
- Knowledge of computer hardware and troubleshooting is an asset
- Must have a valid Ontario Driver's License (minimum Class G2).

We would expect that you will be able to complete physically demanding duties and be able to work independently at times, and be comfortable interacting and speaking professionally with Information Technology customers.

Students shall be hired based on qualifications, experience, skills, abilities and course of study applicable to position being filled. Relationship to another employee in the District shall not be a consideration in the hiring process.

If you have the necessary skills, experience and qualifications, please review the **"How to Apply"** instructions before submitting your application.