



EMPLOYMENT OPPORTUNITY

POSITION: IT Computer Technician
SALARY: \$33.34 per hour
LOCATION: Wiikwemkoong Board of Education
START DATE: Immediate

Under the direct supervision of the IT Manager and the general supervision of the Superintendent of Academics.

RESPONSIBILITIES:

- Provide timely and effective technical support to staff, and students for hardware, software, and network issues. Troubleshoot and resolve technical problems to minimize disruptions to teaching and learning using our Service Desk Portal.
- Ensure that all hardware is in good working condition and available for use.
- Install, configure, and update software applications used in educational settings.
- Collaborate with instructors to support Interactive Displays and other classroom technology tools. Provide training to staff on how to use these tools effectively.
- Maintain an accurate inventory of IT equipment, track assets and conduct periodic audits.
- Provide excellent customer service by responding to IT requests promptly, maintaining a professional and friendly demeanor, and ensuring a positive experience for all users.
- Other duties as assigned by Supervisor.

QUALIFICATIONS:

- Grade 12 or equivalent is required. College diploma in the field of Computers OR minimum 1 year of equivalent work experience OR willingness to train for the position.
- Outstanding oral and written communication, presentation and listening skills are a must.
- Excellent time management and organizational skills.
- Must have access to a vehicle and have a valid driver's license.
- Knowledge and appreciation of Anishinabek Culture, Traditions, Language, and History.
- Provide a cover letter, resume, and 3 current work-related references.
- Provide a current original vulnerable/criminal reference check (within the last 90 days) upon offer of employment.

CLOSING DATE: **January 17, 2025**

DIRECT APPLICATIONS TO: **"IT Computer Technician"**
Wiikwemkoong Board of Education
34 Henry Street
Wikwemikong, ON P0P 2J0
Email: applications@wbe-education.ca
Tel: (705) 859-3834 Fax: (705) 859-3787

Preference will be given to Indigenous applicants. Self-identification is encouraged.
Only those candidates selected for an interview will be contacted.