



THE CORPORATION OF THE TOWN OF NEW TECUMSETH

Information Technology Summer Student

Temporary Full-Time (18 Weeks)

April 30th – August 31st, 2018

35 Hours per week

Job # 2018-15

The Town of New Tecumseth is seeking an Information Technology Student to assist in the day to day operations of the IT division. This will include implementing technology and providing support to users about a range of products, offerings and services. The position requires resolving or facilitating the resolution of a wide range of IT issues.

Responsibilities:

The student's primary responsibility will be the installation and maintenance of workstations and peripherals. This includes setup and deployment of new machines, transferring data and configurations, securing corporate information, performing documentation and disposing of equipment. Other responsibilities include providing technical support for hardware and software related issues and performing projects as assigned.

Qualifications:

- Currently enrolled in a post-secondary Information Technology related program, at a Community College or University.
- Working knowledge of hardware and software including Windows 8/10 and Microsoft Office 2013 and 2016
- Excellent customer service, communication, interpersonal and problem resolution skills.
- Ability to work independently with minimal supervision, multi-task, prioritize, and meet deadlines.
- Strong attention to detail.
- Excellent verbal and written communication skills.
- A valid Ontario Driver's License and a reliable vehicle, as local travel is required.
- Previous help desk or related experience with customer support would be considered an asset.

Salary Range: \$17.38 per hour

Start Date: April 30th, 2018

Please submit your cover letter and resume in Word or PDF format to careers@newtecumseth.ca no later than 4:30 pm on February 20, 2018. Please quote competition #2018-15 in the subject line of your email.

We thank you for your interest, however; only those selected for an interview will be contacted.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.

www.newtecumseth.ca