

INTERNAL/EXTERNAL JOB POSTING (Job Posting #2018-25)



TITLE: IT Assistant (Canada Summer Job)
POSITION STATUS: Full Time – Temporary (Non-Union)
REPORTS TO: IT Director

POSITION SUMMARY:

The Bob Rumball Canadian Centre of Excellence for the Deaf (BRCCED) is a multi-purpose, multi-program facility that functions as a community centre for the Deaf and as a non-profit charitable provider of services for the Deaf. The organization exists to provide care and opportunities in a communication-rich environment that enhances the quality of life of those we serve.

The I.T. Assistant is responsible for providing I.T. support to users of The Bob Rumball Canadian Centre of Excellence for the Deaf. S/he will also be tasked with I.T. related administrative matters such as inventory tracking, procurement, etc.

PRIMARY DUTIES

- Frontend, onsite technical support to users
 - Provide technical training to users where needed
 - Maintain hardware / software inventory
 - Assist with hardware / software deployment
 - System troubleshoot, preventive maintenance for I.T. equipment
 - System build / upgrade & deployment
 - Sourcing of I.T. products / services
 - May need to travel to different B.R. sites for support and be on-call
 - Other I.T. items as assigned
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QUALIFICATIONS

- Currently enrolled in Post-Secondary Degree / Diploma / Certificate in I.T., Computer Science, Engineering or equivalent experience in field
 - Ability to maintain, troubleshoot, and work with PC systems with all Windows OS above XP and general Office programs
 - Able to build, upgrade, or repair PC systems
 - Experience with IIS, AD, Exchange, Digital Signage, iOS, CMS an asset
 - Conversational level American Sign Language (ASL) and knowledge of Deaf culture are preferred, or willing to learn
 - Meticulous and curious – must be willing to learn and investigate independently
 - Able to work with minimal supervision, multitask, and take ownership of support cases
 - French/LSQ an asset
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Interested candidates please email resume to: Human Resources at careers@bobrumball.org or fax to (416)-449-8881

Please contact the above if you need accommodation at any stage of the application process.

PLEASE QUOTE JOB POSTING NUMBER YOU ARE APPLYING FOR.

We thank all applicants in advance, however, only candidates selected for an interview will be contacted.

Posting Date: 9 May, 2018

Closing Date: 22 May, 2018

Start Date: 4 June, 2018