



STUDENT EMPLOYMENT OPPORTUNITY
Information Technology (IT) Student Opportunity
April 29th to August 30th, 2024
Corporate Services
\$17.05 / hour \$17.55 / hour for returning students
(35 hours/week)

Reporting to the Manager of IT, the incumbent will be responsible for providing day-to-day assistance to the IT department. Major responsibilities include:

- Manage helpdesk tickets, training, and escalating to the IT manager when necessary
- Liaison between staff and software vendors to ensure active tickets are dealt with in a timely manner
- Update cell phone and active directory records
- Update asset management records
- Assist Manager of IT in day to day operations and ongoing projects
- Conduct research on software applications
- Assist with website content management, as needed
- Maintain a current knowledge of the Occupational Health & Safety Act and ensure that all safety procedures and policies are adhered to
- Perform other requisite job duties as assigned

Required experience, skills, and education will include:

- Be currently enrolled in a full time program at a university or college.
- Knowledge of general IT practices.
- Willing to learn.
- Ability to multi-task effectively while remaining detail oriented.
- Work independently as well as in a team environment.
- Be proactive with good problem-solving skills, judgment and innovation.
- Demonstrate good organizational skills.
- Good verbal and written communication skills in English.

The successful candidate must provide, prior to commencing employment a satisfactory current drivers abstract and a satisfactory criminal reference check based on vulnerable sector from a Canadian Police Information Centre.

NOTE: We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), please contact Human Resources if you require accommodation.