



STUDENT EMPLOYMENT OPPORTUNITY

Information Technology (IT)

May 4 to September 4, 2026

Corporate Services Department

Job Rate: \$17.75/ hour, \$18.25/ hour for returning students

(35 hours per week)

Reporting to the IT Team, 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 Team when necessary
- Liaison between staff and software vendors to ensure active tickets are dealt with in a timely manner
- Update asset management records
- Update cell phone and active directory records
- Assist IT Team in day-to-day operations and ongoing projects
- Conduct research on software applications
- 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. IT or technically related program is an asset.
- 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.

You are invited to submit a cover letter and resume outlining current experience, background and education. The application must be received in writing to the Human Resources Department, replies should be addressed to Valerie Ratchford, Human Resources at resumes@scugog.ca.

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.