



**OSHKI-PIMACHE-O-WIN: THE WENJACK EDUCATION INSTITUTE
EMPLOYMENT OPPORTUNITY**

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Position Title: INFORMATION TECHNOLOGY (IT) ASSISTANT (SUMMER STUDENT)
Reports To: Innovations and Training Officer

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POSITION SUMMARY:

Under the supervision of the Innovations and Training Officer the IT Assistant will assist with activities associated with Oshki-Wenjack's student database, hardware and software including training, maintenance, and technical support.

MAJOR RESPONSIBILITIES:

The specific duties and responsibilities to be performed include:

- Assist with updating information on student database
- Assist with developing posters, brochures and general advertising needs for prospective students
- Assist with maintaining Oshki-Wenjack's website
- Assists with inventorying of all computer equipment
- Protects Oshki-Wenjack's electronic information by developing a regularly back-up schedule up data from the network
- Serves as the technical and communication liaison between stakeholders and office staff
- Assists with security compliance in accordance to the IT policies and procedures

ACCOUNTABILITY:

The IT Assistant is responsible to the Innovations and Training Officer on a day-to-day basis for their duties and responsibilities. The IT Assistant is accountable to the Executive Director for overall work performance.

QUALIFICATIONS

- First year of Post-secondary education in a related field (Computer Science, Information Technology).
- Demonstrated experience with standard software applications, including MS Office, Windows, PDF Pro
- Understanding of eLearning technology and the process of eLearning curriculum development would be considered an asset.
- Familiarity with support and troubleshooting of personal computers would be considered an asset.
- Must of have been registered as a full time student during the preceding academic year.
- Must be attending Post-Secondary Program on full time basis in the next academic year.
- Must be between the ages of 15 and 30 on date of hire.
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act, and is legal entitled to work according to the relevant provincial/territorial legislation and regulations

The job description is also available at our website: www.oshki.ca

Interested candidates are invited to submit a letter of interest and a resume, with three references, to:

Executive Director
Oshki-Pimache-O-Win: The Wenjack Education Institute
106 Centennial Square, 3rd Floor
Thunder Bay, ON P7E 1H3
Fax: (807) 622-1818
e-mail: info@oshki-wenjack.ca

Closing date: May 25, 2018 @ 5:00 pm

While we appreciate all applications for this position, only those who are selected for an interview will be contacted.