

## **Job Description**

### **Summer Student – Information Technology Assistant**

This position, reporting to the Coordinator of Information Technology, is projects focused. The projects will include equipment configuration, installation and inventory reconciliation.

#### **Duties**

1. Installation and configuration of various software products and hardware.
2. Create spreadsheets in excel.
3. Data entry.
4. Research.
5. Perform inventory.
6. Respond to minor technical difficulties.
7. Other duties as assigned.

#### **Requirements**

1. Must be a student with plans to return to school in the fall.
2. Knowledge of PC's and computer equipment, and knowledge of the internal components and how they work.
3. Knowledge of various Microsoft products, ex: Office 365, Windows 10
4. Must be 16 years of age or older and legally entitled to work in Canada.
5. Travel is required, with the potential of out-of-town overnight stay up to four days.

#### **Abilities**

1. Computer literate.
2. Ability to communicate effectively both orally and in written form.
3. Ability to use tact, discretion and common sense judgment.
4. Ability to work independently as well as in a team environment.
6. Ability to follow directions, meets goals, and multitask effectively.
7. Lifting will be required of weight over 20lbs.
8. Ladder work may be required.