

Information Technology Support Assistant - Summer Student Position

Job Description:

- Assist Information Technology staff in supporting computer workstations and printers
- Inventory computers and equipment in new asset database
- Assist in computer hardware refresh
- Website content updating (intranet and external domain)
- Software and hardware troubleshooting of various varieties
- Filling in during worker vacations
- Comply with departmental policies and governmental legislation
- Additional duties as required

Skills/Qualifications:

- Enrolled as post-secondary student (College/University) in an information technology related field and returning to full-time education at a post-secondary institution in September 2019.
- Working knowledge of computer hardware and software (Internet and MS Programs)
- Ability to prioritize tasks
- Strong interpersonal skills
- Strong organizational skills
- Confidentiality Agreement must be signed
- Police background check
- Reliable transportation required

Work Location: Belleville
Position Length: May 21 – August 23, 2019
Closing date to Apply: February 21, 2019

Please direct resumes to: careers@hastingscounty.com

*PLEASE QUOTE 'SUMMER STUDENT Posting #2019-SUM-GG-54 IN THE SUBJECT LINE WHEN APPLYING FOR THIS POSITION.
FINAL LOCATION BEING FILLED MAY BE DIFFERENT FROM THAT POSTED.*

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity.

We thank all candidates who apply, but advise that only those persons selected for an interview will be contacted.

"The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation."