



DIVISION SCOLAIRE

LOUIS RIEL

SCHOOL DIVISION

1.0 INFORMATION SYSTEMS SUPPORT TECHNICIAN (Term)

BULLETIN NUMBER	281/C/17	DATE POSTED:	June 5, 2017
SCHOOL	LOUIS RIEL SCHOOL DIVISION BOARD OFFICE		
COMMENCING:	July 3, 2017 to June 30, 2018 or one day prior to the return of the incumbent whichever occurs first		
COMPENSATION:	Payband 4	\$ 26.52	to \$ 28.30
HOURS:	Eight (8) hours per day, five (5) days per week; 12 months per year		

POSITION DESCRIPTION:

Role:

The Information Systems Support Technician is responsible for providing service and distribution of Divisional computer equipment and peripherals. The Support Technician assists in the installation of hardware and software. She/he has the responsibility to assist teaching staff wherever possible with the use of technology within the guidelines and regulations and policies of the Louis Riel School Division.

Responsibilities include:

1. Provide troubleshooting, maintenance, setup and service of Division owned information technology.
2. Assist school personnel in the use of information technology resources with students.
3. Maintain and coordinate distribution, inventory, registration and recording of all new and existing information technology assets throughout the Division.
4. Coordinate and direct sub-contractors when required.

REQUIRED AND PREFERRED QUALIFICATIONS:

- Completion of Grade 12 education
- completion of CompTIA A+ Certification
- Electrical Contractor licence C or Province of Manitoba limited specialized trace licence ('M' licence) preferred
- Completion of a recognized networking certification preferred
- Ability to prioritize and organize tasks effectively
- Ability to work effectively as a team member and independently
- Strong communications skills combined with ability to explain information technology concepts to clients
- Strong understanding of role of confidentiality and privacy issues
- Possess a reliable vehicle and valid Province of Manitoba driver's licence
- Ability to lift, carry and install computer equipment

APPLICATION PROCEDURE:

Please apply by using the LRSD online submission process at www.lrsd.net. Upload your resume and cover letter including the names of three references, and address to: Lisa Aitken, Assistant Superintendent, Louis Riel School Division

APPLICATION DEADLINE: 4:00 p.m., Friday, June 16, 2017

IMPORTANT NOTES RELATING TO YOUR APPLICATION:

- Bulletin number must be quoted on each application; a separate application is required for each job Bulletin.
- Selection of candidates shall adhere to the collective agreement provisions between the LRSD and CUPE 4642
- Offer of employment with the Louis Riel School Division will be subject to the results of a Criminal Record Check and a clear report from the Child Abuse Registry.
- We thank all applicants for their interest; however only those selected for further consideration will be contacted.

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