



February 14, 2023

SUMMER STUDENT EMPLOYMENT
TEMPORARY JOB POSTING

POSITION: COMPUTER SUPPORT TECHNICIAN – STUDENT LABOUR – 40 Hours per week
8 HRS / DAY (8:00 AM – 4:30 PM)
MAY 1, 2023 TO AUGUST 25, 2023

LOCATION: Technology Department

PAY RATE: \$18.37 per hour Effective July 1, 2022, increasing to \$19.38 effective July 1, 2023.

NOTE: *Incumbents who successfully complete this work assignment will be eligible to receive a \$2,000 scholarship to a post-secondary program of their choice.*

QUALIFICATIONS:

Preference will be given to applicants with experience working in a variety of computer environments in addition to:

- Currently enrollment in a post-secondary education program and will be returning to studies in the fall of 2022 (*proof of registration will be required*)
- Competent in the use and care of tools and equipment
- Ability to communicate effectively using courtesy and tact in the exchange of data or information
- Ability to use judgment in applying clearly established methods and procedures
- Experience working independently to accomplish a task
- Maintains the confidentiality of sensitive information seen or heard
- Valid "N", BC Drivers' License
- An exemplary driving record as demonstrated by a current driver's abstract
- Physical capability to perform the job duties

DUTIES:

- Cleaning and set-up of computers, mobile devices, monitors and accessories
- Maintenance of hardware & software using basic tools and utility software
- Installing and maintaining computer cabling
- Installing new and old computers or mobile devices
- Installing or updating operating systems and application software
- Maintaining and updating inventory of computer and related hardware

POSTING CLOSING DATE: Friday, March 10, 2023

STARTING DATE: Monday, May 1, 2023

Interested persons should submit their cover letter and resume (including references) to:

Bobbie Kingsmill, Human Resources Administrator

Email: contact-sd54@sd54.bc.ca

School District #54 (Bulkley Valley)

P.O. Box 758, Smithers, B.C. V0J 2N0

ONLY APPLICANTS CHOSEN FOR INTERVIEWS WILL BE CONTACTED.

