



## TOWN OF WASAGA BEACH JOB POSTING

### Information Systems Support Co-op Student (Temporary Full Time – May to August 2019)

The Town of Wasaga Beach is seeking an energetic and self-motivated individual to perform the duties and responsibilities of the Information Systems Support Co-op Student.

**General Responsibilities:** To provide systems support including the installation and troubleshooting of network devices/printers/workstations/laptops/software and contribute to departmental projects, including assisting in the new assets roll out and implementing a new asset tracking system.

#### Qualifications:

- Engaged in a post-secondary Diploma or Degree in Information Technology or related program;
- Strong technical skills and knowledge of LAN/WAN networks, Windows 10 Professional Operating System, and MS Office 2016 Suite;
- Ability to install, configure and repair networked computer systems including operating systems and applications;
- Excellent interpersonal and communication skills, both verbal and written;
- Detail-oriented, analytical, organization, problems solving abilities with a focused on quality customer service;
- Ability to demonstrate self-motivation, reliability, excellent customer service and ability to work well independently as well as within a team;
- Ability to quickly adapt to changing priorities and address issues in a timely and professional manner;
- Able to provide an appropriate criminal records check.

**Hourly Rate Range:** \$15.50 (2018 rates)

Interested applicants are invited to apply outlining their qualifications and experience to: Human Resources, 30 Lewis Street, Wasaga Beach, ON, L9Z 1A1. Fax: 705-429-6732 or email at [hr@wasagabeach.com](mailto:hr@wasagabeach.com) until 4:30 p.m. on **April 23, 2019**.

*The Town of Wasaga Beach is an equal opportunity employer and is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process, upon request. Please advise the Town of Wasaga Beach Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants who apply for this position, but only those selected for interviews will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, and will be used for the purpose of candidate selection.*