

## WAABIGONII ZAAGA'IGAN

Wabigoon Lake Ojibway Nation

RR#1, Site 115, Box 300

Dryden, ON P8N 2Y4

P: (807)938-6684

F: (807)938-1166



## EMPLOYMENT OPPORTUNITY

### I.T. SERVICES ASSISTANT

**FT/PT Position:** One (1) Full-Time Contract Position Available

**Location:** Wabigoon Lake Ojibway Nation, ON

**Reports To:** I.T. Services Coordinator

**Closing Date:** November 1, 2024

**Summary:** The I.T. Services Assistant is to aid the I.T. Services Coordinator with computer and technical support to all Band-operated buildings and employees, including troubleshooting and maintaining networks, technical services, and IT equipment.

#### Duties:

- Assist in the maintenance of all technology assets, including the asset system.
- Provide computer software and peripheral orientation to new users.
- Troubleshoot technology and telecommunication hardware and software issues in a timely manner.
- Provide installs and replacements of desktop/laptop computers, printers, and networking equipment.
- Manage and support of data backups as required.
- Assist in the management and upkeep of server and information.
- Work with external providers for repairs, new installations, and services.
- Assist in the management and upkeep of existing hardware.
- Apply software updates as required or requested.
- Purchasing of equipment as requested or required.
- Manage and upkeep of printers, fax machines, and surveillance equipment.
- Review camera footage and building access data as required or requested by the I.T. Services Coordinator.
- Prepare correspondence and documents as requested or required.
- Keep up to date on technology and provide recommendations for updates and upgrades.
- Monitor and manage network anti-virus.
- Create and maintain user profiles, including e-mail and video communications.
- Attend staff meetings as required or requested.
- Attend any required pre-employment training and ongoing training as requested by the I.T. Services Coordinator.
- Other relevant job duties as assigned by the I.T. Services Coordinator.

#### Qualifications:

- Completion of Grade 12 diploma/G.E.D. or equivalent required.
- Post-secondary education in the I.T. or related field an asset.
- Ability to troubleshoot and problem solve.
- Proficiency with computers and software applications.
- Must possess a valid G class driver's license and have access to a reliable vehicle.
- Excellent interpersonal and communication skills, both verbal and written.
- Must be reliable and punctual.
- Possess the ability to meet strict deadlines and manage various tasks at one time.
- Ability to work unsupervised and take initiative.
- Must be a team player.
- Must be able and willing to adhere to strict confidentiality and code of ethics.
- Must be willing to submit to workplace drug testing.

Please submit a Cover Letter, Resume, and 3 References (with permission to contact) by:

**Friday, November 1, 2024 at 4:00 p.m. CST**

Applications can be submitted by e-mail, fax, or in-person to:

Wabigoon Lake Ojibway Nation Band Office

Attention: Human Resources

RR#1, Site 115, Box 300

Dryden, ON P8N 2Y4

T: (807) 938-6684 F: (807) 938-1166

E-mail: [humanresources@wlon.org](mailto:humanresources@wlon.org)

**LATE APPLICATIONS WILL NOT BE ACCEPTED.**