



**EMPLOYMENT OPPORTUNITY**  
EXTERNAL POSTING

**IT Technician**

Temporary Half-time Contract

Native Education College is the largest private Indigenous College in BC, working with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. We strive to combine academic excellence with a strong commitment to First Nations community-based education and the best practices of adult education.

**Position Summary:**

The IT Technician provides technical assistance to students and ensure the student online learning platform is functioning within operational parameters. This may include keeping logs and schedules.

**Main Responsibilities:**

- Troubleshoot student computers and devices and update procedures as required.
- Provide orientation for all new students and monitor accessibility.
- Provide support for student e-mail and online learning.
- Other duties as assigned.

**Preferred Qualifications:**

- 1 – 2 years related work experience and graduation from a recognized technical program or equivalent combination of education, training and experience.
- Ability to replace and repair various types of computers, network systems and electronic equipment.
- Ability to work effectively both independently/team member and under pressure/deadlines while minimizing downtime.
- Excellent time management (prioritizing requests) and communication (written, verbal) skills.
- Establish and maintain cooperative relationships with co-workers, management and outside personnel.
- Familiarity with Indigenous and/or non-profit organizations.

**Terms:**

Appointment to this half-time contract position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. We welcome all applicants, although Indigenous ancestry is preferred, and only short-listed applicants will be contacted.

**Closing Date:** Monday, September 7, 2020

**Start Date:** ASAP

**End Date:** January 29, 2020

**Hours:** 17.5 hours per week within hours of 8:30 am to 4:30 pm Monday to Friday

**Salary:** \$25.48 per hour (under negotiation)

**Application Details:**

Please submit your resume, contact information for three references from related work experience, and a cover letter outlining your interest and detailing how you meet the above qualifications. Only short-listed applicants will be contacted. Send your application to [info@necvancouver.org](mailto:info@necvancouver.org).