

# Summer Student(s) - IT Project Maintenance

**Employer:** Huron Superior Catholic District School Board

**Posted:** 10 months ago      **Closing Date:** June 07, 2023

**ES Job ID:** 14339      **Location:** Sault Ste. Marie

**Sector(s):** Information Technology      **Duration:** Seasonal , Student

**Salary:** 20

## Job Description:

LOCATION: IT Department, Mount St. Joseph Catholic Education Centre, Sault Ste. Marie, ON

EFFECTIVE DATES: June 19 to September 1, 2023

HOURS OF WORK: 35 hours/week

RATE OF PAY: \$20/hour

Funding for this project is provided by the Ontario Public Service through the Learn and Work Program.

## DUTIES:

- Unpacking and repacking of new and used computer equipment
- Asset inventory, validation and scanning
- Installation of wireless access points
- Cleaning and servicing computer hardware
- Imaging computers at schools with new software used by students and teachers
- Ensuring network capabilities are functional with Board systems
- Enhancing computer work stations with new hardware upgrades
- Possession of a valid driver's licence and the ability to travel between school sites is considered an asset

## Required Skills:

### ELIGIBILITY REQUIREMENTS:

- Applicants must be between the ages of 15 to 24 years (up to 29 years of age for persons with disabilities)

## How to Apply:

Please submit a cover letter, résumé, indicating that you meet the eligibility requirements, by 4:00 p.m. on June 7, 2023 to [job.applications@hscdsb.on.ca](mailto:job.applications@hscdsb.on.ca)

**THIS BOARD IS AN EQUAL OPPORTUNITY EMPLOYER:** In compliance with the Ontario with Disabilities Act and the Ontario Human Rights Code, the Huron-Superior Catholic District School Board is committed to providing accommodations to persons with disabilities. The Board will take into account the person's ability to access information and will provide the information contained in Board-produced public documents in a format that meets those needs as agreed upon with the person. Please contact the Human Resources Department at 705-945-5610 prior to the posting closing date so that appropriate arrangement can be made.