



Town of Midland – Job Posting

Position Title: Web / IT Assistant Summer Student/Co-op
Openings: One (1)
Status: Student Full-time
Department: Corporate Services
Hours: 35 hrs per week (Monday to Friday 8:30am - 4:30pm)
Duration: May – September
Wage Rate: \$14.00 – 17.51
Closing Date: **May 17, 2019**

The Town is currently seeking an Web / IT Assistant for the summer to assist Corporate Services department provide support to the Communications Department and the IT Department.

Our ideal candidate is enrolled in a post-secondary program in the fall, has demonstrated experience working with SharePoint and working with others on the use of applications and trouble shooting. You will have excellent communication and customer service skills, experience working with Windows network protocols, firewall management and operating systems, and work effectively as part of a team and independently. You have reliable transportation to get to and from work daily.

A more detailed job description is attached.

APPLY IN CONFIDENCE TO:

Human Resources

575 Dominion Avenue, Midland, ON L4R 1R2 Email: hr@midland.ca

No Phone Calls Please

The Town of Midland is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the recruiting process. Please advise the Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. The Town of Midland is a scent sensitive environment and we ask all applicants to refrain from wearing scents should they attend our offices.

Note: We thank all applicants that apply and advise that only those to be interviewed 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, c. 25, and will be used for the purpose of candidate selection.



Town of Midland – Job Description

Web – IT Assistant Student

DUTIES AND RESPONSIBILITIES

- Working with the Communications & Marketing Coordinator to redesign/revamp the Town of Midland website (a SharePoint website built with the County of Simcoe) as part of our community engagement strategy, including;
 - Identifying redundant files currently existing on the website;
 - Identifying redundant pages currently existing on the website;
 - Identifying opportunities to streamline the website for a more user-friendly experience, within the framework of the SharePoint environment it currently operates.
- Provides desktop/mobile computer support by: Configuring, installing, supporting and maintaining all hardware, peripherals and proactively installing upgrades and maintaining standard hard drive image configurations. Troubleshoot various network related issues as they arise.
- Provides application support by: Configuring, installing and supporting all standard software which includes Microsoft based Operating Systems, MS Office Suites, Antivirus, backup software, Adobe Acrobat and VPN Client. Also provide technical support for various department specific applications.
- Prepares documentation, support logs, asset inventories for hardware and software, downtime, usage reports, access lists, password lists and various requests from department heads, staff and Council.

QUALIFICATIONS

- Communication skills.
- Computer Programming knowledge.
- Experience/training with SharePoint.
- Web design knowledge/best practices.
- Familiarity with TCP/IP and Windows network protocols, firewall management and operating system configuration.
- Network administration, technical support, software implementation and telecommunications equipment experience.
- Experience with training various staff on use of applications and basic troubleshooting.
- Ability to work independently and in a team environment.

WORKING CONDITIONS

- Working in an office environment.
- Physical demand requires prolonged periods of sitting and focus on computer screens.
- Visual attention for health and safety compliance and personal safety while on the job.

REQUIREMENTS

- Required to work 35 hours a week with a 8:30 am start time.
- Available to work from May to Labour Day weekend in September