

SCHOOL DISTRICT #22 (Vernon)

JOB DESCRIPTION

Position: IT Technician - Co-op Student

Job No: 409

POSITION SUMMARY: Under the supervision of the Director of Information Technology, the Co-op Student assists in the overall provision and support of Information Technology services in the district.

POSITION DUTIES AND RESPONSIBILITIES:

- Supports technology users district-wide to implement and solve problems with respect to hardware, software, and operating systems under the guidance of their direct supervisor.
- Assists senior team members in the implementation and management of a wide selection of computing devices.
- Safeguards the integrity and confidentiality of district information.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12
- Must be currently enrolled in a full-time post-secondary program related to Information Technology, with a minimum of three months of the program completed, and will be returning to the post-secondary program upon completion of the work co-op.
- Minimum 3 months of current successful relevant work experience.
- Must possess and maintain a valid BC Driver's License.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Possess a broad and current technical level of knowledge of computing devices and an understanding of a broad range of hardware devices, software, and operating systems.
- Ability to communicate effectively with supervisory staff, both orally and in writing.
- Physically capable of performing job duties in a typical IT department where there is almost continuous light physical activity, occasional moderate activity, and occasional heavy physical activity.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature:  _____

Date: June 10/20