



# Job Posting

## Information Technology Systems Assistant - Student

Student Position / Co-op Placement (September - December 2022)

\$21.08/hour

35 hours/week

### Information Technology

The County of Grey is currently recruiting for the position of **Information Technology Systems Assistant – Student**.

Join us and help make a difference! At Grey County we work together to deliver essential public services that meet the needs of our communities. Grey County isn't just a great place to work; it's a great place to live. Grey County offers beauty you can't get in the city along with a lifestyle that is more relaxed and family oriented – we are a family of distinct and proud communities that showcase natural beauty, opportunity, and a peaceful rural lifestyle.

#### Position Overview

Are you looking for a rewarding and challenging position in the field of Computer and Information Systems? If so, the County of Grey is currently recruiting for a co-op student position in our IT Department. As a member of the IT Infrastructure Team, you will assist IT staff in with tier 1 support, documentation, security monitoring, system configuration and deployment. Your primary responsibilities will include:

- Work with internal customers to resolve tier 1 tickets on the help desk (e.g. basic PC troubleshooting, PC peripheral installation, email, connectivity issues, etc);
- Assist with security incident, event and system log monitoring for analysis and detection of cyber threats
- Assisting with network infrastructure installation;
- Assisting with computer and phone hardware setup and deployment
- Conduct hardware inventories;
- Assisting with IT documentation (how-to/SOP, business continuity updates, risk descriptions, FAQs for employees).

#### Required Knowledge, Skills and Experience

- Currently enrolled in a computer-related post-secondary program or equivalent education and practical experience
- Understanding of WANs, LANs, Servers, and PCs.
- Demonstrated foundational knowledge of the Microsoft Server and Client Operating Systems, Microsoft Office, and Microsoft 365 administration
- Security technologies, such as SIEM, Firewalls, IDS/IPS and Anti-malware software
- Understanding of PC repair and basic troubleshooting
- Demonstrated motivation, initiative and eagerness to learn
- Excellent interpersonal and communication skills
- Strong client service attitude and orientation.

- Good troubleshooting and problems solving skills, ability to act independently on projects, using initiative and own judgement.
- Ability to work with a variety of groups, including internal and external clients and providers, to diagnose problems and develop appropriate solutions.
- Ability to exercise sound judgement, plan, be well organized, work well under pressure, be flexible and cooperative.
- Other Knowledge, Skills and Abilities
- Valid Class “G” driver’s license

### Information for Interested Candidates

A detailed job description and instructions on how to apply are available on the County’s website, [www.grey.ca/careers](http://www.grey.ca/careers)

**NOTE: Proof of COVID-19 full immunization or proof of valid medical exemption is a requirement of employment at Grey County.**

Candidates for the above position are invited to submit resumes prior to the submission deadline: **July 22<sup>nd</sup>, 2022 at 4:30 pm to:**

Sarah MacNeil, HR Business Partner  
Grey County  
595 9<sup>th</sup> Avenue East  
Owen Sound Ontario N4K 3E3  
Email: [careers@grey.ca](mailto:careers@grey.ca)  
Web: <https://www.grey.ca/careers>

**We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.**

*The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance*

*Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.*

*Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver’s Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.*