

Computer Systems Assistant (Summer Position)
Salary Range: \$15.57/Hour
Information Technology Department

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 summer student position in our IT Department. The term of the contract is May to August 2019 (16 weeks).

As a member of the IT Department, you will be responsible for ensuring the success of a full service Computer Systems Department. Your key responsibilities will include basic desktop computer repair, diagnoses and replacement of necessary components, attachment of accessories/peripherals and installation of computer software as well as the roll out of PCs to end users. Basic knowledge of Microsoft Operating Systems and Microsoft Office Suites is required. Other skills that are considered an asset for this position include: knowledge of Windows servers, networking, Active Directory, and wiring network equipment.

Basic knowledge of Windows Servers, networking and Active Directory is an asset.

The preferred candidate will be educated and/or enrolled in a College or University computer related discipline, or an acceptable equivalent of formal education and practical experience that can be applied to this position. The successful candidate will demonstrate a high personal motivation and initiative, with eagerness to learn. You must also possess excellent interpersonal skills and fault finding abilities in order to deal with a wide variety of Departments throughout the County of Grey.

Candidates for the above position are invited to submit resumes prior to **Friday, March 15th, 2019 at 4:30 p.m.** to:

Evan Davis, Manager of Infrastructure and Technology
The County of Grey
595 9th Avenue East
Owen Sound Ontario N4K 3E3
Email: evan.davis@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.

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.

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.