

Employment Opportunity

INTERNAL AND EXTERNAL POSTING



Position	Program	Details
IT Assistant – Summer Student	Corporate Office	Full Time Regular 30 hours per week
Number of Positions	Duration	Salary
1	Summer Contract – 10 weeks	\$14.00/hour

Banyan is a not-for-profit organization that has provided quality services to the youth justice, children's, and senior's community support sectors since 1978. Banyan is committed to improving the mental, physical, and social well-being of at risk populations in our service areas of Hamilton, Niagara, Brant, Haldimand, Norfolk, and Wellington.

Reporting to the System Administrator and working as part of a multi-disciplinary team, the IT Assistant will assist the System Administrator with desktop support, trouble shooting desktop hardware/software problems, and carrying out projects as assigned. Properly document support, repair, and project activities using helpdesk ticketing system. In general, free the system administrator from some of the day to day issues so he/she can focus on larger projects and IT initiatives.

POSITION RESPONSIBILITIES

- Help Desk: Trouble shooting desktop support; hardware and software issues
- Working on IT assigned projects
 - Electronic Storage:
 - reorganize and categorize file paths
 - Archive old files
 - File Access
 - Modify user access to files based on certain criteria
- May be required to write reports, track inventory and evaluate system
- May set up workstation with computers, and check computer hardware for functionality
- Other duties as assigned

QUALIFICATIONS

- Pursing and actively enrolled in Information technology technician diploma , computer science or related field
- Excellent verbal and written communication skills
- Proficient in Microsoft Office 2013, Windows in a domain environment
- Experience in computer network systems
- Thorough knowledge of computer software and hardware and a variety of internet applications, networks and operating systems
- Good knowledge of internet security and data privacy principles
- Provide and maintain an acceptable Criminal Records/Vulnerable Sector Screening at own expense

Banyan is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Banyan is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff.

We are committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

PLEASE FORWARD YOUR RESUME AND LETTER OF INTEREST BY NO LATER THAN MAY 28, 2018 TO:

Banyan Community Services
688 Queensdale Avenue East, Suit 2B
Hamilton, ON L8V 1M1
recruit@banyancs.org

(905) 549-9011 (fax)