



Sagkeeng Anicinabe

JOB OPPORTUNITY

Sagkeeng Education Authority IT Support

Sagkeeng Education Authority currently has an opportunity for an experienced individual to fill the role of IT Support. Reporting to the IT Manager, the IT Support is responsible for the daily support requests from the Sagkeeng Education Authority Schools, helping the IT Manager with day-to-day running's of the school, maintaining the Dadavan system and servers within each school.

DUTIES

- Maintain the Help Desk and keep up to date with support requests
- Help the IT Manager in creating and maintaining the Sagkeeng Education Authority Inventory system
- Research IT solutions and make recommendations for the improvement of IT systems and IT infrastructure for Sagkeeng Education directly to the IT Manager
- Offer daily operations and systems support to personnel
- Assist employees with computer problems and answer their questions,
- Other duties as may be assigned.

QUALIFICATIONS:

- Grade 12 education, plus advanced education and training in IT hardware and software,
- Ability to manage stress in high pressure situations,
- Knowledge of IT principles and an ability to effectively understand and communicate technical principals and concepts to a wide array of audiences,
- Experience with developing and implementing IT solutions to meet various issues,
- Experience working under time constraints and successfully completing projects on or ahead of time,
- Ability to work on own and extended hours if required,
- Experience managing employees and supervising contractors to insure they perform their duties on time and on budget,
- Proven ability to be discrete Discretion and confidentiality are a must,
- Valid Manitoba Class 5 Drivers license and access to a vehicle they can use for work,

**Application deadline:
August 12/22**

**Applicants MUST
include:**

- **Cover letter/
résumé**
- **Current criminal
record check**
- **Contact
information for 3
work related
references**

Attention to:

Sagkeeng Jobs
Box 8, Fort Alexander, MB
R0E1M0

Cover letters and résumés
can be mailed to the above
address or emailed to
jobs@sagkeeng.ca,
or dropped off at the SETS
Office.

**LATE SUBMISSIONS
WILL NOT BE ACCEPTED
UNDER ANY
CIRCUMSTANCES**

PLEASE BE ADVISED THAT
ONLY THOSE SELECTED
FOR AN INTERVIEW WILL
BE CONTACTED