



POSITION VACANCY

Call Number:	2023-19
Position:	Information Systems Student
Type of Vacancy:	Summer Student – Non Union May to August 2023
Work Schedule:	35 hour work week Monday to Friday (8:30 am to 4:30 pm)
Hourly Rate:	\$19.00 per hour
Posting Date:	January 25, 2023
Closing Date:	February 24, 2023 at 4:00 p.m.

The City of Niagara Falls requires an IS Student to support the Information Systems group. Working under the direction of the Manager of IT Infrastructure, systems and network administrators and technicians, this position will undertake various tasks.

Responsibilities:

- Respond to all hardware and software support requests related to the Corporation's voice and data networks as assigned.
- Setup audio and visual presentations as assigned.
- Assist with installations, upgrades and security measures.
- Assist with organizing and maintaining the Corporate Server Room.
- Assist in all aspects of the Corporations voice and data networks.

Requirements:

- Enrolled in full-time studies for the semester preceding the upcoming summer and returning to full-time post-secondary studies.
- Enrolled in Computer Engineering program or a related field.
- Experience in the operation, maintenance and management of computers in a wide area network would be considered an asset.
- Solid working knowledge of all products in the Microsoft Office Suite.
- Highly organized, detail-oriented with strong communication skills.
- Ability to follow simple written and oral instructions and work with minimal supervision.
- Excellent customer service skills.

To Apply:

Submit your cover letter and resume at www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until 4:00 p.m. on **Friday, February 24, 2023.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of The Municipal Act and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted by email.