



## POSITION DESCRIPTION

**JOB TITLE:** Summer Student – Information Systems Assistant

**RESPONSIBLE TO:** Chief Information Officer and CPO

### SUMMARY OF FUNCTION:

*The Summer Student – Information Systems Assistant serves as a champion of the Vision and Mission and promotes an environment that is consistent to the Health Centre’s Statement of Values and Principles. The Information Systems Assistant Summer Student is an essential member of the client-centred professional team and will provide ongoing support and assistance to the Health Information Systems Team.*

### DUTIES:

1. Configure hardware such as computer;
2. Install software on computers;
3. Printer configuration;
4. Data entry as needed;
5. Digital Workflow processes documentation as needed;
6. Take inventory of Digital Assets;
7. Assist and support the Information Systems Team as required;
8. Other duties as may be assigned.

### QUALIFICATIONS:

1. Strong interest in Information Technology;
2. Demonstrated experience with Microsoft Office and other related office software;
3. Commitment to fostering a positive community atmosphere;
4. Ability to organize, prioritize, and follow through;
5. Excellent communication and interpersonal skills;
6. Experience working with non-profit organizations an asset;
7. Candidate must be returning to school in September 2023;
8. Ability to work flexible hours in order to meet the needs of the community, including early mornings, evenings, and weekends.

**Revised: February 2023**