



## POSITION DESCRIPTION

**JOB TITLE:** Summer Student – Technical IT Assistant

**RESPONSIBLE TO:** Chief Information Officer

### SUMMARY OF FUNCTION:

*The **Technical IT Assistant** serves as a champion of the Vision and Mission and promotes an environment that is consistent with the Health Centre's Statement of Values and Principles. The Technical IT Assistant is an essential member of the client-centred health professional Team. The Cyber Security Specialist will work with the other members of the Health Centre's teams to effectively and efficiently serve Health Centre clients through traditional, non-traditional and innovative approaches to service delivery within the broad determinants of health framework.*

*The Technical IT Assistant will assist the Chief Information Officer in the implementation of strategic technical solutions in order to improve client care and public accountability.*

### DUTIES:

1. Provide first-level technical support for hardware, software, and basic network issues
2. Assist with setup and configuration of computers, laptops, mobile devices, and peripherals
3. Support Microsoft 365 and user account administration (password resets, account creation)
4. Troubleshoot printers, scanners, and connectivity issues
5. Assist with IT inventory tracking and asset management
6. Help maintain system updates, patches, and antivirus software
7. Support data backup processes
8. Document technical issues and solutions
9. Provide basic user training and guidance as needed
10. Assist with IT projects and system upgrades
11. Other duties as may be assigned

## **ELIGIBILITY REQUIREMENTS**

- Currently enrolled in a College or University program in Information Technology, Computer Science, or a related field
- Returning to full-time studies in the upcoming academic term
- Eligible to work in Canada

## **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 2026;
8. Ability to work flexible hours in order to meet the needs of the community, including early mornings, evenings, and weekends.

I understand the requirements, essential functions, and duties of the position.

---

Date

Revised: February 2026