



North West  
College

## Summer Student – Information Technology Assistant, Battlefords Campus

**Full-Time, Term: April 17, 2023 – August 25, 2023 (Start and end dates are negotiable)**

**Salary:** \$18.89 per hour

**Hours:** Monday – Friday, 8:30am – 4:30pm; these hours may vary from time to time for travel within the region; with the potential of out-of-town overnight stay up to four days.

This position, reporting to the Coordinator of Information Technology, is project focused. The projects will include equipment configuration, installation and inventory reconciliation.

### Duties

1. Installation and configuration of various software products and hardware.
2. Create spreadsheets in excel.
3. Data entry.
4. Research.
5. Perform inventory.
6. Respond to minor technical difficulties.
7. Other duties as assigned.

### Requirements

1. Must be a current student with plans to return to school in the fall.
2. Knowledge of PC's and computer equipment, and knowledge of the internal components and how they work.
3. Knowledge of various Microsoft products, ex: Office 2016, Windows 10.
4. Must be 16 years of age or older and legally entitled to work in Canada.
5. Travel is required, with the potential of out-of-town overnight stay up to four days.

### Abilities

1. Computer literate
2. Ability to communicate effectively both orally and in written form.
3. Ability to use tact, discretion and common sense judgment.
4. Ability to work independently as well as in a team environment.
6. Ability to follow directions, meets goals, and multitask effectively.
7. Lifting will be required of weight over 20lbs.
8. Ladder work may be required.

If you are interested in this position with the College, please complete a Summer Student Application for Employment. The application is located on the website at [www.northwestcollege.ca](http://www.northwestcollege.ca). Please provide a letter to Human Resources outlining how you meet the qualifications, skills, abilities and experience as identified in the posting. NWC supports a representative workforce. We encourage qualified person of Aboriginal ancestry and persons with a disability to apply.

Submit Applications to:  
Human Resources  
North West College  
10702 Diefenbaker Drive  
North Battleford SK S9A 4A8  
Fax: 306.445.2254

NWC thanks all those who applied however only those selected for an interview will be contacted.

Applications will be accepted until:

**Noon, March 1, 2023**

Email: [nwrccareers@northwestcollege.ca](mailto:nwrccareers@northwestcollege.ca)

**NOTE: The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change**