



DOCFS EMPLOYMENT OPPORTUNITY

IT SUMMER STUDENT POSITION

Summer Term Position

(June 29, 2020 – August 31, 2020)

Headingley Urban Office

Dakota Ojibway Child & Family Services requires an IT Summer Student position within the Headingley Urban office. Duties would include assisting the IT Support Technician with various IT issues within the office. This includes analyzing and resolving user hardware/software computer problems by assisting system users directly to promote efficient operations, answering questions to avoid or resolve systems-related problems and providing technical support for all users in DOCFS. Responsible to the IT Support Technician.

Applicants must meet the following criteria:

- Minimum Grade 12, or post-secondary education in a related field of study
- Have a valid driver's license & access to a vehicle a definite asset
- Good time management and organizational skills
- Excellent work record/history
- Demonstrated knowledge and respect for the Dakota & Ojibway cultures and traditional philosophies
- Ability to speak Dakota and/or Ojibway a definite asset
- Understanding of IT principles and an ability to communicate technical concepts effectively to a varied audience
- Ability to meet deadlines and manage stress effectively in high-pressure situations

In addition to applicants must meet the following criteria as per Canada Summer Jobs:

- Between 15 and 30 years of age at the start of employment
- Registered as a full time student in the previous academic year and intend to return to school on a full time basis in the next academic year
- A Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act and;
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Other combinations of education and experience may be considered. All applicants must submit with their application a current Criminal Record Check, Prior Contact Check and Child Abuse Registry Check. Interested parties should apply in writing including three written references to:

Dakota Ojibway Child & Family Services Inc.
Forest Hills Administration Office
Swan Lake First Nation
Box 310 Carberry, MB R0K 0H0
Attention: Human Resource Coordinator
Phone: 204-834-2323 Fax: 204-834-2306
Email: hr@docfs.org

APPLICATION DEADLINE: June 12, 2020 (4:30 PM)

**Thank you to all that apply but only those selected for an interview will be contacted.*