

REQUIREMENTS FOR ALL SUMMER STUDENTS:

To be considered for summer student employment with Synergy North, students **must** have been attending school on a full-time basis for the 2018-19 school year, **and** **be returning** to full-time studies for the 2019-20 school year.

INFORMATION SYSTEMS – *one position***Qualifications:**

- Enrolled in a post-secondary **Computer Science or Information Technology** and returning as a full-time student in the fall of 2019.
- Knowledge of Windows and Microsoft Office software.
- PC management, server management, and network management skills.
- Excellent communication and customer service skills.
- Must be self-motivated, organized, task-oriented, and a quick learner.
- Able to work independently as well as in a team environment.
- Must have and maintain a valid Ontario Class G driver's license and the use of a vehicle.

Preferred Qualifications:

- Experience with Windows 7, 8 & 10.
- Ability to load and configure standard Windows based systems.
- Experience with Microsoft Active Directory.
- Programming and scripting experience.
- Windows and Linux server administration.
- Database management.
- Experience with Cisco or other networking equipment.
- Experience implementing cybersecurity protections.

General Duties:

- Assisting with physical organization and tasks.
- Process and procedure documentation.
- Process and task automation.
- Assisting with Corporate PC/printer configuration, rollout and asset management.
- PC, server, and/or network configuration.
- Assisting with cybersecurity reviews and updates.
- Other duties as assigned based on skill level.

HOURLY RATE: \$15.38 (May 1, 2018 rates)

INTERESTED STUDENTS ARE TO SUBMIT THE FOLLOWING DOCUMENTS BY EMAIL to recruit@synergynorth.ca. Please indicate the POSITION APPLY FOR and include the following:

- **COVER LETTER & RESUME**
- **COMPLETED TBHYDRO "SCHOOL VERIFICATION OF ENROLMENT FORM" (download blank copy from <http://www.synergynorth.on/Careers>) or Enrolment Verification Form provided by their respective post-secondary institution.**

NOTE THAT ALL SUCCESSFUL CANDIDATES WILL BE REQUIRED TO SUCCESSFULLY COMPLETE A POLICE INFORMATION CHECK (PIC) AS A CONDITION OF EMPLOYMENT. INFORMATION REGARDING THE PROCESS TO COMPLETE THE PIC WILL BE PROVIDED AT THE TIME THAT AN OFFER OF EMPLOYMENT IS MADE TO THE SUCCESSFUL CANDIDATE.

Deadline for Applications: 4:00 p.m. , February 22, 2019