

## INFORMATIONS SYSTEMS CO-OP STUDENT

one position located in Thunder Bay

### QUALIFICATIONS

- Enrolled in post-secondary Computer Science or Information Technology and returning as a full-time student in the fall of 2025.
- 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.

### PREFERRED QUALIFICATIONS

- Experience with Windows 10/11 and Windows Server.
- 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.
- Have and maintain a valid Ontario Class G driver's license and the use of a vehicle.

### GENERAL DUTIES

- Assisting with physical organization and tasks.
- Process and procedure documentation.
- Process and task automation and digitization.
- 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.

### CONDITIONS OF EMPLOYMENT

- Must successfully pass a Police Information Check.

**HOURLY RATE: \$20.00**

Students are to submit the following documents by email to [recruit@synergynorth.ca](mailto:recruit@synergynorth.ca)

Please indicate the position you are applying for in the subject line and include:

1. Cover Letter & Resume
2. Completed SYNERGY NORTH "School Verification of Enrolment Form"  
Download the form from <http://www.synergynorth.ca/careers> and provide an Enrolment Verification Form provided by your post-secondary institution.

**Deadline for Applications: March 14, 2025 @ 4:00pm**