INFORMATION SYSTEMS One position located in Thunder Bay

QUALIFICATIONS

- Enrolled in a post-secondary Computer Science or Information Technology and returning as a full-time student in the Fall of 2026.
- 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 10 and Windows Server 2016.
- 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 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.

HOURLY RATE: $22.27

Students are to submit the following documents by email to recruit@synergynorth.ca

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

1. Cover Letter & Resume – together in one PDF document
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.

Note: all successful candidates will be required to successfully complete a Police Information Check (PIC) as a condition of employment. Information to complete will be provided at the time an offer of employment is made.

Deadline for Applications: April 3, 2026 @ 4:00pm