



Summer Student
Information Technology
Administration

ATTENTION STUDENTS!

If you are a highly energetic motivated student that enjoys working in a team environment and are looking for a summer job, this could be your opportunity! This position will assist our IT department to meet daily information technology needs and participate in various IT specific projects. The incumbent will have the opportunity to develop their professional judgement skills, critical thinking, governance, software knowledge and business communication skills.

Responsibilities may include:

- Work on various IT projects such as: cybersecurity & compliance risk identification, basic security configuration and reporting reviews.
- Technical support and configuration of hardware and software (e.g., MS Office Suite, etc.) in a networked and wireless environment.
- Investigate, analyze and resolve operational incidents, requests for change; determine root causes and develop solutions that consider systems administration, technical, operational and service problems.
- Conduct research into a wide range of computing issues as required.
- Support and improve backup operations and disaster recovery planning, as well as maintain, test disaster recovery environment.
- Develop and document programs, scripts, and standard operating procedures pertaining to IT administration.
- Evaluate issues and trending to identify root-causes and implement improvements.

To qualify, you must:

- Currently be a post-secondary student and be enrolled in a post-secondary program for fall 2023.
- Have a background in computer science or other analytical or technical discipline in information technology such as IT Business Analysis.
- Be familiar with Microsoft Windows Server, Active Directory, Microsoft 365, Microsoft Azure, Microsoft SQL.
- Have knowledge of enterprise and cloud server security, configuration and change management.



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- Be detail oriented and have the ability or experience to query, collect and evaluate data from multiple sources to support activities.
- Have the knowledge of IT environment and cybersecurity principles, best practices, compliance and trends in the security industry.
- Strong documentation skills including narrative creation, technical explanation, and evidence descriptions.

This position is scheduled to begin in May and continue through until the end of August. To ensure that we have all our staffing completed before the fast-approaching summer, the deadline for applications is **February 15th, 2023**.

[Click here](#) to apply

The Town of Quispamsis reserves the right to require criminal record checks upon hiring