

TECHNICIAN

Authority

The Technician works under the supervisory function of the Information Technology Manager.

Purpose

The Technician is responsible for assisting First Nations schools in troubleshooting and resolving technology hardware and software problems that impair their plans for implementation of the new Provincial Curriculum, and the development of local curriculum initiatives involving technology. The Technician is also responsible for maintaining and troubleshooting networks within the MFNERC and providing desktop support to the MFNERC users. A demonstrated respect for First Nations knowledge, languages and cultures; and fluency in a First Nations Language is desirable for this position.

Specific Responsibilities

1. Configure and administer Internet connectivity and Local Area Network (LAN) and provides related on-site services;
2. Install, configure, maintain, test and upgrade computer hardware and software, including network hardware and software at both the file server and workstation levels;
3. Perform tasks related to computer assembly and troubleshooting and provides related on-site services;
4. Conduct local and regional Operating Systems, Land Area Network, and hardware troubleshooting training for First Nations school's personnel;
5. Maintain records and prepare documentation related to activities of the unit.
6. Provide desktop support to schools and MFNERC staff.
7. Ensure that the community education development philosophy is part of the process utilized in the planning, development, delivery and evaluation of all related activities;
8. Participate in special assignments, initiatives, and projects as assigned/required;
9. Keep abreast of new developments in the field to update skills and knowledge.

Qualifications

Education & Experience

- Minimum Computer Technician Training Program at a recognized institution;
- Minimum three (3) years related work experience;
- Intermediate Microsoft Office Suite experience;
- Working knowledge of Windows 10;
- Demonstrated ability to install/configure Mac OS, and Windows hardware/software configurations;
- Ability to troubleshoot and solve PC/Mac technical problems;

- Demonstrated ability to communicate effectively with others;
- Excellent oral and written skills;
- Attention to detail;
- Awareness of Manitoba First Nations education development, reform and socio-economic conditions of First Nations communities;
- Awareness of communication systems, networks, and protocol among First Nations communities and organizations;
- Provide satisfactory clearance of criminal record and provincial child abuse registry checks;
- Adhere to MFNERC policies and administrative procedures with specific attention to attendance and professional ethic;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Respect the importance of First Nations knowledge, languages and cultures.

Interested applicants are invited to submit their resume and cover letter (please state position title & job add number **Job Ad # 200-24-006**), along with (3) professional reference listings (including a most recent employer reference) by **Open Until Filled** to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.

2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: employment@mfnerc.com | Fax: 204.942.2490

We thank all who apply, however, only those selected for an interview will be contacted. MFNERC has implemented a mandatory COVID-19 Vaccination Policy for all employees. Successful candidates will be required to show proof of the vaccination. Preference will be given to Indigenous people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at www.mfnerc.com

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Please visit our website www.mfnerc.org or scan QR code for MFNERC Employment Page

