Calgary French & International School
Tomorrow's World: One student at a time

JOB POSTING

INFORMATION TECHNOLOGY INTERN

REPORTS TO:	POSITION GROUP:	STATUS:
Manager of Information Technology	Non-Faculty	8 Weeks, 32 Hours/Week, Temporary Position

Calgary French & International School (CFIS) is a full French language immersion co-educational independent school, serving over 800 students from preschool through to Grade 12. CFIS develops each student's individual and academic potential in an academically rigorous program that is enriched with internationally-focused learning experiences and engagement in athletics and the fine arts. CFIS values openness, inquisitiveness, and understanding of both the community and the world beyond each student's experience, and provides its students and employees with opportunities to lead and grow in a culture of mutual respect, creativity, innovation, and critical thinking. CFIS is a caring and supportive community for its students, faculty, and staff.

The Calgary French & International School (CFIS) is looking for an Information Technology (IT) Intern to join our team. The successful candidate will be an energetic and innovative individual who will assist CFIS' Manager of Information Technology to diagnose and solve diverse problems, maintain a fleet of school devices, and support ongoing IT concerns during the summer of 2020.

Responsibilities:

Hardware/Software Support
- Provide IT support for administrative staff and pedagogical staff under direction of the Manager of Information Technology;
- Provide technical support with regard to various entry-level hardware and software solutions such as the school's printing suite, projector suite, and small devices;
- Imaging new CFIS hardware; and re-imaging of existing assets;
- Update and expand upon the school's database of approved applications; and
- Other duties.

Information Technology Asset Management
- Assist with the maintenance of an asset management system;
- Document existing classroom assets;
- Document existing administrative assets;
- Generate serial number reports and asset tags for CFIS hardware; and
- Implement changes to computer and iPad cart configurations.

Information System Support
- Assist with the deployment and implementation of new information systems;
- Assist with the rollout of new production virtual machines; and
- Audit accuracy of new identity management records.

QUALIFICATIONS:

Education:

The successful candidate is presently enrolled at, or has graduated from, an accredited institution in one of the following programs:

- Bachelor's Degree in Computer Science or Information Technology; or
- Diploma in Information Technology.

Experience:
- IT support experience preferred, but not required;
- Familiarity with help-desk environments;
- Apple product troubleshooting experience; and
- Google product troubleshooting experience.

Knowledge and Skills:
- English language skills are essential;
- French language skills not required, but considered an asset;
- An innovator's mindset;
- Excellent interpersonal skills;
- Strong oral and written communication skills in English;
- Familiarity with a variety of hardware (i.e.: laptops, Macs, Chromebooks, projectors, interactive whiteboards, digital cameras, printers, 3D printers, etc.);
- Team player with the ability to work with all levels of management and staff;
- Ability to convey technical issues to non-technical people;
- Strong analytical and problem solving skills;
- Exceptional attention to detail;
- Physical ability to move computers, printers and other equipment;
- Ability to multi-task and work in a fast paced environment; and
- Committed to a culture of continuous innovation and learning.

Pay Rate:

The pay rate for this position is $16.00 per hour.

Posting Closes:

The posting will remain open until the successful candidates are found. If you meet the above qualifications and wish to apply, please review the Application Process at https://cfis.com/careers.

All applicants are thanked in advance for their submissions.