



Summer Student Employment Posting

Department	Computer Services Help Desk
Job Title	Computer Help Desk Technician
Vacancies	3
Pay Rate	\$17.20 per hour
Job Start Date	May 5, 2025
Job End Date	August 29, 2025
Program Related	Computer Programming
Deadline	March 2, 2025
Hours	35

- Qualifications:**
- Must be a full-time post-secondary student at Confederation College in the 2024-2025 academic year (minimum – attending entire winter 2025 semester). Full-time is defined as having a minimum 60% course load, or 40% if you have a permanent disability.
 - Must be returning to Confederation College as a full-time post-secondary student in September 2025
 - Must be a Canadian citizen, permanent resident protected person, or an international student who is legally eligible to work in Canada.
 - If domestic, must be approved for OSAP, or complete the [needs score spreadsheet](#) to demonstrate a financial need
 - Must be a Canadian citizen, permanent resident protected person, or an international student who is legally eligible to work in Canada;
 - Computer/Technical Skills - general knowledge of computer hardware, software, programming/scripting, and networking technologies. Knowledge/experience specifically with Windows operating systems, MS Office, Internet applications, network cabling, and hardware repair. Ability to effectively troubleshoot a variety of computer related problems (hardware, software, network, and user error). Excellent customer service and communications skills (written & verbal) are an asset.
- Duties:**
- Setup and configure computer workstations in a lab environment.
 - Deploy workstation software images using imaging software to academic computer labs, e-classrooms, as well as College staff computers. As necessary, install computer software applications to workstations to complete deployments.
 - Packing, moving, unpacking, and setting up computer related equipment to assist with various College summer projects.
 - Assist College IT staff with network cabling projects as necessary.

- Assist College IT staff with audio visual/e-classroom equipment maintenance/renewal projects.
- Assist College IT staff with web-conference room maintenance/renewal projects.
- General end-user IT support and completion of Help Desk trouble tickets as assigned.

Health & Safety Considerations: Students will need to be trained in proper safety techniques for lifting/pulling as well as working from ladders (max. 10' ladders).