



**EMPLOYMENT OPPORTUNITY – INFORMATION TECHNOLOGY SYSTEMS
ANALYST**

ENOCH CREE KITASKINAW EDUCATION AUTHORITY LTD

OPEN COMPETITION

JOB PURPOSE: The Information Technology (IT) Systems Analyst will assist the IT Manager in the day to day operation of computer systems, servers, and networks used at Kitaskinaw School. As an important member of the IT department, the Systems Analyst will help implement the maintain IT department technical solutions, as well as policies and procedures. This may include using methods such as research, hands on work, and employee education. The System Analyst will also ensure that the technology they implement, and work with, is safe, secure and easily accessible. The IT Systems Analyst reports to the Information Technology Manager.

SUMMARY OF JOB DUTIES:

- Implementation of new IT systems as directed by the IT Manager.
- Respond to school staff IT issues and requests, select the proper IT solution for them, and provide training as required.
- Stage and deploy new computers as they arrive.
- Create user accounts for new employees as required.
- Create student accounts in Google for Education as required.
- Administer and support the PowerSchool system.
- Assist the IT Manager in maintaining network security by enforcing policies and procedures, disabling user accounts, etc.
- Disable mobile device when required using the current DM (device management) solution.
- Keep systems and servers up to date following a regular update schedule.
- Using the IT department polices and procedures.
- Assist IT Manager with IT audits as required.
- Assist IT Manager with inventory control as required.



REQUIREMENTS:

- IT skills in order to deploy new computers, troubleshoot employee computer problems, perform network maintenance and troubleshooting, create ser accounts in Active Director, etc.
- Well-developed research skills.
- Flexibility to take on a variety of tasks ranging from managing a unit by yourself to opening the post or unpacking boxes.
- Good organization, prioritization and time management skills.
- Strong customer-service mindset.
- A willingness to keep up to date with advances in technology and social media.

EDUCATION AND EXPERIENCE:

- 2-years college diploma in computer technologies. Combination of education and work experience will be considered.
- Minimum of 3 years in IT with a focus on technical support of computers, networks, and servers.
- Knowledge of carious networking technologies (LAN, WAN, Layer 2/3, Routing, IPS, VPN's, VLAN's, DHCP, DNS).
- Knowledge of carious networking technologies (LAN/WAN, Layer 2/3, Routing, IPS, VPN's, VLAN's, DHCP, DNS).
- Knowledge of server operating systems (Windows and Linus), storage technology, and monitoring.
- Experience with Windows 10 desktop operating system.
- Experience with Microsoft Windows Server 2008 to 2016.
- Experience with VMW are Esxl 6.5 and VCenter Server 6.5 is considered an asset.
- Experience providing IT support in an education considered an asset.
- Experience with fiber optic technologies and supporting/managing GPON's considered an asset.

WORKING CONDITIONS:

- Monday to Friday, 8:30 am – 4:30 pm.
- Enoch Cree Nation Kitaskinaw School.



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HUMAN RESOURCE DEPARTMENT

BOX 29, ENOCH, ALBERTA, T7X 3Y3

PHONE: 780.470.4505

FAX: 780.470.0463



WE OFFER:

- A comprehensive Benefits Package.

Closing Date: June 19, 2018

Interview Date: June 22 – 22, 2018

Start Date: TBD

Please submit cover letters & resumes to **Human Resource Department**

Email: recruitment@enochnation.ca

*Fax: **780.470.0463***

*Phone: **780.470.4505** Ext: 2221*

ECN thanks all applicants for their interest in this opportunity. Only candidates considered for the position will be contacted for an interview