



Constance Lake Education Authority

P.O Box 5000

CONSTANCE LAKE, Ontario - POL IBO

Telephone (705) 4631199 - Fax (705) 463-2077

General e-mail:

Website: www.mhec.education

JOB POSTING

Entry Level Network Technician

OVERVIEW:

Constance Lake Education Authority is seeking an individual to maintain the computer network for all departments within Constance Lake Education Authority (Mamawmatawa Holistic Education Centre Elementary & Secondary Departments, Little Lambs Day Care Centre and the Josie Bluff Memorial Christian School). This is a full-time position.

PREFERRED QUALIFICATIONS:

- ❖ Computer science degree or network administration or PC Support diploma
- ❖ A+ Certification
- ❖ Microsoft Certified Systems Engineer (MCSE)

DUTIES AND RESPONSIBILITIES:

- Setting up and administering user accounts and system assets.
- Maintain, troubleshoot and administer the use of local area networks (LANs), wide area networks (WANs), computer workstations and peripheral equipment
- Troubleshoot and resolve first level issues for network users
- Implement data, software and hardware security procedures
- Implement network traffic and security monitoring software, and optimize server performance
- Installation of new hardware or exchange defective components on servers and desktops as well as perform backup and recovery operations
- Liaise with other service providers in order to acquire and address system requirements/issues
- And any other related duties
- Criminal Record required upon request of employer
- Will be subject to undergo a Drug and/or Alcohol test prior to being hired and pass the test

Please submit your letter of application and resume, as well as, two work-related and one personal references by mail, fax or email:

Joanne Martin, Administrative Assistant
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c.c. Ken Neegan, Education Administrator

DEADLINE FOR APPLICATIONS: Friday, November 17, 2017 at 4:00 pm

Only those selected for an interview will be contacted.
May be extended until a suitable applicant is chosen.

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