



INTERNAL/EXTERNAL POSTING EMPLOYMENT OPPORTUNITY

Position: **Systems Administrator (Matawa Education Department)**

Matawa First Nations is a progressive Tribal Council of nine Ojibway and Oji-Cree Northern Ontario First Nations. The Matawa Education Department delivers a variety of education programs and services for Matawa First Nation schools.

Matawa Education Department invites applications for the position of Systems Administrator with the Matawa Education Department. Reporting to the PASS Program Administrator, the System Administrator works within the Pathways to Achieve Student Success (PASS) program at Matawa First Nations Education department. The System Administrator will ensure that technology infrastructure that is required to support the needs and growth of the PASS program as well as Matawa education department is available and able to operate effectively and efficiently. The System Administrator is a critical role within the Matawa education department to ensure in-scope systems are planned and maintained.

Qualifications / Requirements:

Knowledge

- Completion of a post-secondary program in information technology, or an equivalent combination of education and experience
- Strong knowledge and understanding of Mac and Windows technologies and their integration
- Strong understanding of TCP/IP network protocols and client and server architecture
- Basic understanding of different flavors of Linux (e.g., RedHat, CentOS etc.)
- Thorough understanding of Apache and Tomcat configuration, support and maintenance
- Understanding of school and community needs which utilize remote satellite internet access is advantageous
- Knowledge of Apple based application software; specifically related to Education
- Experience installing/configuring Microsoft Servers and Mac OS X operating systems and related software as well as integration
- Experience in assembly and mounting of Server Racks, and creating and testing cabling;
- Configuring local area network security, wired and wireless routers and printers;
- Experience with Mac OS X and MySQL administration
- Knowledge of Ojibway, Cree or Oji-cree is an asset.



Skills

The incumbent must demonstrate the following skills:

- Interpersonal and leadership skills
- Technical writing skills
- Excellent oral and written communication skills
- Ability to maintain high level of confidentiality
- Stress Management
- Workload balance

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of System Administrator. The incumbent must also demonstrate the following personal attributes:

- Demonstrated interpersonal and leadership skills
- Physically fit; and able to work outdoors, in confined spaces, and not afraid of heights
- Ability to work effectively with school staff, students, parents, administration staff, government and First Nation organizations

The successful applicant will be required to submit a current Criminal Record Check and TB skin test.

Matawa First Nations Management has adopted a COVID-19 Vaccination Policy by which all staff who are eligible must be fully vaccinated. If you have any questions or concerns regarding this, please contact us.





We offer competitive salary and benefits commensurate with education and work experience. This position will be based in Thunder Bay at the Matawa Education and Care Centre. This is a contract position to March 31, 2022, with a possibility of extension, pending funding and a successful performance review.

For additional information, including specific qualifications for the position, please visit the Matawa website: www.matawa.on.ca.

Please submit a cover letter with resume and three employment references to:

Sharon Nate, Executive Director of Education
Matawa First Nations Management

RE: SYSTEMS ADMINISTRATOR COMPETITION
200 Lillie Street North, Thunder Bay, ON P7C 5Y2

Fax: (807) 768-3301
Email: education@matawa.on.ca

We thank all applicants for their interest in working with Matawa First Nations; however, only those selected for an interview will be contacted.

Application Deadline: January 21, 2021 @ 4:30 p.m. ET

