



**Conseil en Éducation des Premières Nations
First Nations Education Council**

Employment opportunity

JOB TITLE :	JUNIOR NETWORK SUPPORT TECHNICIAN
WORKPLACE :	KIUNA Institution 1205 Marie-Victorin Road Odanak, Quebec J0G 1H0
DURATION :	One-year contract (with possibility of extension)
SALARY :	Range \$ 31,685 and \$ 45,098 according to the FNEC salary scale.
START DATE :	March 1, 2018
HIRING PRIORITY :	1- First Nations members from FNEC-member communities. 2- Members of First Nations. 3- All other applicants.
WORK DESCRIPTION :	The First Nations Education Council supports 22 member communities across the Quebec region in the domain of education and technologies, including the Kiuna Institution located in Odanak, (Québec) and are seeking a junior network technician that is to work on a full-time basis to provide technical support to students, teachers, and administration at the Kiuna Institution.
MAIN DUTIES :	<p>Under the immediate supervision of the Chief Network Technician, the Technician is responsible to provide technical support in a Windows environment to teachers, students, and administration staff at the college. The following is a non-exhaustive list of the Network Technician's tasks and duties:</p> <ul style="list-style-type: none">• Assist teachers troubleshoot the SMART Interactive whiteboard and projector systems.• Provide support for all hardware, software and network problems in a Windows 7 environment.• Assist the Chief Network technician to support all aspects of LAN, WAN, and or WLAN connectivity and to report any abnormalities.• Ensures software, hardware and network installs, re-installs, upgrades, moves, changes and relocations are completed efficiently and as required.• Mentor, train, and develop technical aids to facilitate use of systems.
REQUIREMENTS :	<ul style="list-style-type: none">• Hold an AEC (attestation d'études collégiales) in computer science, or an equivalent of two year work experience in the technical support domain.• Good working knowledge of Microsoft Office and other applications used in the Education domain.• Good knowledge of network equipment (routers, switch, firewall, etc.) and infrastructures, software applications notably operating systems, databases, electronic messaging servers, etc.• Good working knowledge of Windows Server, Active Directory, and applications.• Good organizational and communication skills.• Good self-motivation and autonomy.• The position requires working knowledge, as a second language, one of the two official languages of Canada for purposes of analyzing documents, orally or in writing.
WORKING CONDITIONS :	Work is done during normal office hours from Monday to Friday.
DEADLINE :	The FNEC will accept applications received before December 1, 2017 at 4:00 p.m.

Please send your application to the FNEC by mail, e-mail (please request a read receipt) or fax.

**First Nations Education Council
95 De l'Ours Street
Wendake, QC G0A 4V0
Fax: 418-842-9988 E-mail: humanresources@cepn-fnec.com**