



School District No. 64 (Gulf Islands) invites applications for **substitute/casual** work as Information Technology Assistant(s).

School District No. 64 is comprised of 10 schools on five islands – Mayne, Galiano, Saturna, Penders and Salt Spring plus Windsor House School located in North Vancouver. The position is based on Salt Spring Island, but the successful candidate serves sites in all of the district's locations. This position is CUPE position with a pay rate of \$22.96 per hour and will begin as soon as possible.

Under direction the Information Technology Assistant installs, configures, and maintains local area networks, software, hardware and related technology; provides technology support to district staff.

For a detailed list of duties please refer to the job description found at: <http://sd64.bc.ca/job-information/>

Qualifications:

Documented evidence of:

- One year Information Technology program at an accredited post-secondary institution
- Minimum of two years recent and relevant experience in multi-platform environments
- Valid BC driver's license
- Working knowledge of loading/lifting techniques, sufficient strength and agility to perform a variety of manual tasks
- Exemplary interpersonal skills and ability to work independently and as a member of a team

Application should include:

- A letter of application
- Current resume or portfolio with supporting documents including evidence of formal software, hardware and network certifications and transcripts of relevant coursework
- Names of three professional references including their addresses, phone numbers and email addresses

Review of applications received will commence on January 9, 2016.- You are encouraged to submit your application prior to this date for full consideration; however, the competition will remain open until a successful candidate is found or until otherwise advised on our website.

Complete application packages should be directed to:

Linda Underwood, Director of Instruction, Human Resources
c/o Dawne Fennell, Executive Assistant
School District No. 64 (Gulf Islands)
112 Rainbow Road
Salt Spring Island, B.C. V8K 2K3

Fax: 250-537-4200
Email: dfennell@sd64.bc.ca

Please note: incomplete applications will not be considered.

Thank you to all who apply; however, only those chosen for an interview will be contacted.