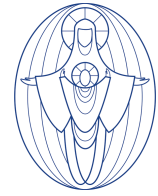


IMMACULATE HEART OF MARY SCHOOL

invites applications for the following, part time, 1 year term position,
effective immediately - June 30, 2021
(with possibility for extension).



Technology Coordinator

- ☑ The Technology Coordinator is responsible for providing service to School computer equipment and peripherals.
- ☑ The Technology Coordinator is responsible for the installation of hardware and software.
- ☑ The Technology Coordinator has the responsibility to assist teaching staff wherever possible with the use of technology within the guidelines and regulations of the School.

More detailed responsibilities include:

- Provide technical support, troubleshooting and training services to staff/students and team members;
- Determine nature of a trouble shooting request through active listening, asking probing questions, using multiple computer applications to determine clients' needs to ensure accurate information is collected, perform troubleshooting steps and work toward resolution;
- Install and configure computer and mobile technologies, system and application software, servers, network equipment, printers, scanners, and other technologies in the School;
- Deploy software system and application packages;
- Provide feedback on applications and system features, advise on use and implement and support as directed;
- Identify problems, monitor, administer and problem solve various system, network, and operational issues;
- Prepare and maintain records;
- Perform other information technology functions to support the School;
- Perform other duties as assigned.

Preferred qualifications:

- Completion of Grade 12 education is required.
- Experience working in a K-8 school setting is an asset.
- Skills and experience pertaining to configuration, troubleshooting and repairing Apple based computers, iPads, basic network infrastructure.
- Ability to prioritize and organize tasks effectively.
- Ability to work effectively as a team member and independently.
- Strong communications skills.

Please submit a letter of application, and a resume with three current references to:

Human Resources Committee
Immaculate Heart of Mary School
650 Flora Avenue
Winnipeg Manitoba R2W 2S5
E-mail: ihms@ihms.mb.ca

Only those candidates selected for an interview will be contacted.

Closing date for applications: Monday, November 30, 2020

All hiring will be conditional upon the satisfactory results of a recent
Child Abuse Registry Check and Criminal Record Check.