



## STZ'UMINUS FIRST NATION

### Job Posting - Technical Support Assistant

---

The Stz'uminus First Nation is seeking a **Technical Support Assistant** for a term position.

This position will assist the Stz'uminus Primary and Community School. They will help the staff of the Hul'qumi'num' Department. They will work within the schools. The Technical Support Assistant supports technical issues for families and students with learn-at-home devices and programs/software that are in use at home or in other designated areas.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

---

- Able to troubleshoot technical issues with devices supporting Zoom and Google Classroom (Chromebooks, Laptops, Mac and PC Desktops, Phones, and Internet Connectivity).
- Ability to connect online and assist novice users/youth with the basics steps of using Zoom and Google Classroom.
- Knowledge of safety conditions and settings required for educational computer programs designed for children and able to put these settings in place on various devices.
- Excellent verbal and written communication skills needed.
- Ability to present self professionally both in-person and online.
- Willing to be flexible and perform various other duties to support education teams, including working with students face-to-face or online.
- Assist staff, and others as directed, with technical support.
- Willing to perform basic sanitization tasks as required for safety in the workplace.
- Basic knowledge of Hul'qumi'num' is an asset.
- Participation in daily language classes mandatory.
- Work in a team and take direction.

#### **REQUIRED QUALIFICATIONS:**

---

- Post-Secondary training in computer hardware or programs is an asset (Zoom and Google Suite).
- Strong computer skills in the use of Zoom and Google Suite, especially Google Classroom, Google Docs, and creating and accessing educational YouTube videos.
- Criminal Record Check
- Vehicle and Valid Driver's License Required.

#### **JOB SPECIFICATIONS:**

---

- Term contract
- Hours of Work: 35 hours per week



## STZ'UMINUS FIRST NATION

Interested and qualified applicants can submit a cover letter and resume via Canada Post, e-mail, or fax by the closing date of **August 28, 2020, at 4:00 p.m.** to the following:

Attention: Human Resources Advisor  
12611-A Trans Canada Highway  
Ladysmith, BC V9G 1M5  
Fax: 250-245-3012  
E-mail: **resumes@stzuminus.com**

*Please only forward submissions as requested above, phone calls will not be accepted*