

# JOIN OUR TEAM!



## THE ROLE

### Student Assistant, Information Systems

This is a temporary full-time role at the County. The hourly compensation range for this role is \$23.22.

## THE OPPORTUNITY

We are seeking a dynamic Student Assistant to help our Information & Technology Services team, where you will offer assistance for a variety of projects.

You will have the opportunity to learn more about municipal workplace technology, while gaining valuable hands-on experience.

If you are interested, apply today to become an essential part of the Haldimand County Team!

## THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Employee Recognition
- Wellness Programs
- Safe & Friendly Work Culture
- 35 Hour Work Week
- Career Growth
- Networking Opportunities



- Enrolled in post-secondary education
- Returning September full-time



- Some current related experience, including volunteer or post-graduate studies.



- Collaborative Skills
- Technology Use
- Initiative

## THE COUNTY

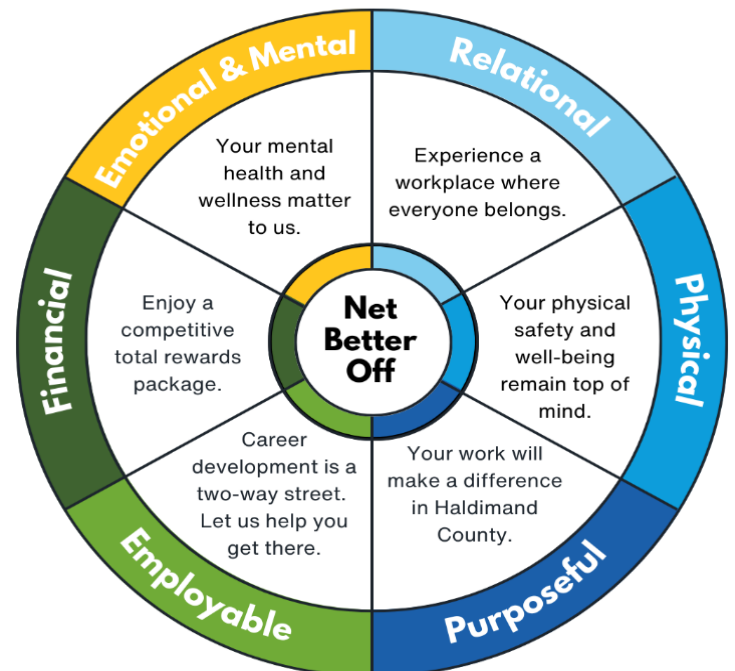
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our county stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding experience where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

## THE NEXT STEPS

If this sounds like you, please submit your application online at [www.haldimandcounty.ca/careers](http://www.haldimandcounty.ca/careers).

This posting closes on **January 31, 2025, at 4:30 p.m.** Visit our careers page for more opportunities.



# JOB DESCRIPTION

## Student Assistant Information Systems, Information & Technology Systems

<b>POSTING PERIOD:</b> December 13 – January 31, 2025	<b>Employer Group:</b> Non – Union <b>Reporting To:</b> Supervisor, Infrastructure, Cloud & Security
<b>Vacancy:</b> 2 <b>Grade:</b> Student 3 <b>Wage Per Hour:</b> \$23.22	<b>Position Status:</b> Temporary Full-Time <b>Hours Worked Per Week:</b> 35 <b>Location:</b> Haldimand County Administration Building

### CORE COMPETENCIES:

Collaborative Skills | Initiative | Technology Use | Reasoning

### POSITION SUMMARY:

This position will provide assistance to the Information Systems Division, and may encompass tasks and projects related to workplace technology. It may also include responsibilities of a coordination role.

### QUALIFICATIONS, KNOWLEDGE & SKILLS

#### Education

- Must be enrolled in Community College or University and returning to school in September on a full-time basis.

#### Experience

- Some prior experience, including volunteer or post graduate studies.

#### Knowledge/Skills

- Excellent verbal and written communication skills with the ability to give, obtain, seek clarification, and/or exchange routine information.
- Demonstrated initiative, and ability to make decisions involving routine tasks, within established procedures.
- Demonstrated ability to work independently with complex tasks requiring some supervision.
- Demonstrated ability to exercise significant discretion and sensitivity involving occasional work with confidential information.
- Demonstrated analytical and problem-solving skills involving occasional ingenuity, and minor refinement of procedures when necessary.
- Organizational skills with considerable attention to detail to avoid errors and ability to meet deadlines.
- Excellent interpersonal skills including the ability to work effectively in a team environment and guide interdisciplinary team-based discussions to increase staff morale, team building, collaboration, and community pride, including managing conflict and emergencies using tact, diplomacy, empathy, and conflict resolution skills to resolve issues.
- Technology Aptitude
  - Demonstrated intermediate computer skills to utilize various technological devices and programs while adhering to cybersecurity and best practices are followed.
  - Intermediate knowledge of MS Office (Word, Excel, Outlook, PowerPoint)
  - Computer knowledge of Network and Software Administration.

## RESPONSIBILITIES

The incumbent is expected to but not limited to:

### Money/Asset Responsibilities:

- Protecting IT assets via incident reporting, technical support, diagnostics, problem resolution, and supporting cybersecurity practices.

### Functional

- Knowledge Management:
  - Maintain currency in new technologies, procedures, methods, and solutions to support end-users effectively.
- Service Desk Management:
  - Ensure the smooth operation of the service desk, escalating issues as necessary.
  - Document all pertinent end-user identification information, along with the problem resolution process.
  - Dispatch complex technical incidents or service requests to the appropriate service provider when necessary

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

## POSITION REQUIREMENT(S):

A Current (within the past 6 months) Police Check	OPP LE 220 (18+ years)
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Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at [hrhelpdesk@HaldimandCounty.on.ca](mailto:hrhelpdesk@HaldimandCounty.on.ca).

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.