



## **WOODLAND CREE FIRST NATION #474**

General Delivery, Cadotte Lake, Alberta, T0H 0N0  
Phone: 780-629-3803 Fax: 780-629-3865

# **EMPLOYMENT OPPORTUNITY FULL TIME POSITION IT TECHNICIAN**

WCFN Administration currently has an opportunity for a professional and experienced individual to fill the role of IT Technician. You will be guided by the IT consultant who will direct and work collaboratively with you in meeting the operations needs and maintaining the integrity of all computer workstations and associated software within the Band operation buildings.

### **Responsibilities Include:**

- Assist personnel with installation, configuration and ongoing usability of system hardware and software.
- Offer daily operations and systems support to personnel.
- Verify functionality of hardware and software components.
- Troubleshoot hardware and software issues in person, remotely and via phone.
- Assist employees with computer problems and answer their questions.
- Conduct daily network backup operations.
- Install network cabling and other network equipment such as routers, and switches.
- Install workstations and other equipment such as printers, scanners, and telephones.
- Install desktop operating systems and programs.
- Connect all workstations to the network and relevant servers.
- Provide staff with technical support and training.
- Install servers, server operating systems and relevant server programs.
- Conduct monitoring and testing networks to ensure that they are running optimally.
- Configure routers and switches.
- Monitor servers to ensure that they are running optimally.
- Monitor server backups to ensure that these take place regularly and correctly.
- Respond to requests from employees.
- Monitor workstation backups and antivirus updates.
- Perform troubleshooting to isolate problems.

You will have 3 plus years' experience in computer networks and systems maintenance. 2 plus years' experience on current network operating systems Ability to meet deadlines and manage stress effectively in high-pressure situations Understanding of IT principles and an ability to communicate technical concepts effectively to a varied audience. A strong commitment of discretion and confidentiality.

In this position, you will report to the Band Manager. The successful candidate must meet job related travel requirements. The ability to speak Cree is an asset.

### **THE POSITION WILL REMAIN OPEN UNTIL A SUITABLE CANDIDATE IS FOUND.**

Please send your resume, clear record check (no more than 2 years old) and a cover letter to:

Cheryl Standing Cloud, Finance Controller\HR Manager  
General Delivery, Cadotte lake, AB T0H 1N0

[cheryl@woodlandcree.net](mailto:cheryl@woodlandcree.net)