

Learning Support Technologist - Business

Department:	The Zekelman School of Business & IT	Competition #:	22-SS-02
Campus:	South - Windsor	Classification:	Support Staff
Posting Type:	Internal / External	Pay band:	G
Status:	Appendix D - Term ending: March 31 2023	Hourly Rate:	\$30.18. to \$34.98
Position Testing:	Yes	Hours Per Week:	35Hrs./Wk. Monday to Friday as per schedule
Clerical Testing:	No		
Start Date:	As soon as possible	Closing Date:	Tuesday, January 18 th , 2022 at 4:30pm

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success.

POSITION SUMMARY:

Under the direction of the Operations Manager*, this individual provides technical expertise in assisting faculty and students in the computer labs; provides supervision, conducts demonstrations and assists in the tracking of student progress in relation to their learning activities. Further, the incumbent installs software and makes repairs to the equipment in our labs as well as assisting students with personal configuration and software issues.

**Chair/Dean/Manager/Supervisor interchangeable where applicable.*

CORE DUTIES & RESPONSIBILITIES:

Supervises and Guides Students in a Lab environment:

76%

- Conducts program related demonstrations in service to students in the labs.
- Solves program related problems with students.
- Clarifies theoretical problems with students and faculty.
- Assists with on-going student evaluation.
- Maintains and oversees a safe working environment for students and staff.
- Prepares and sets up all equipment relating to lab demonstrations for both faculty and students.

Performs Daily Equipment maintenance:

15%

- Replace/update hardware as required.
- Maintains software versions at levels required by the programs.
- Load and maintain system images for Cisco devices.
- Maintain disk images for new computer installs.
- Maintain and administer computer networks including computer hardware, systems software, applications software.

Provides functional training to Part Time technologists hired to work within the labs.

4%

Performs other related duties as required and assigned:

5%

- Purchasing and inventory of supplies/equipment.
- Certified Testing Proctor (Cisco).

MINIMUM QUALIFICATIONS (SKILLS REQUIRED):

EDUCATION

The successful candidates must possess a two (2) year diploma or equivalent in Computer Systems or related field of study.

EXPERIENCE

Minimum of two (2) years of experience maintaining both hardware and software.

ANALYSIS & PROBLEM SOLVING

- Supervising and guiding students completing microcomputer laboratory assignments.
- Providing lab time and experience for students who have not mastered program components, international and/or transfer and re-entry students.

PLANNING/COORDINATING

- Planning student lab experience.
- Planning daily lab equipment maintenance.

Please forward your resume quoting the competition # by online application at <https://www.stclaircollege.ca/careers/apply>. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

All active internal applicants MUST apply through the St. Clair College online application system: <https://intranet.stclaircollege.ca/human-resources/job-application-form.html>

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.