



IT TECHNICIAN

Villa Maria College is looking for
for an IT technician to fill a permanent, full-time position.

BACKGROUND

Villa Maria is a private, coeducational French and English high school founded over 165 years ago by the Sisters of the Congregation of Notre Dame. Guided by a bold and innovative strategic plan that includes the arrival of boys in 2016, innovative pedagogy and curriculum review, the school is actively and purposefully developing a leadership position in the field of education in Quebec. Villa Maria's mission is to develop the full potential of its students through a high-quality educational program. This program is offered in a modern educational environment where technology is used to surround, stimulate and reveal the potential of each of its 1900 students. The Villa Maria campus includes a large scale real estate park located in an exceptional quality environment in the heart of Montreal.

SUMMARY DESCRIPTION OF THE JOB

Under the supervision of the Information Technology Coordinator, the computer technician provides top quality customer service to internal and external users. He/she deploys, monitors, maintains and improves the IT services offered and looks after the College's environments, infrastructures and telecommunications.

JOB DESCRIPTION

- Respond to service calls;
- Recover from service failures in an efficient manner;
- Perform installations, changes and upgrades of network equipment, physical servers, technology services, software, client stations and telephony equipment;
- Install multimedia equipment (computer, projector, microphone);
- Ensure technological monitoring of the performance of services, systems and telecommunications;
- Proactively plan the actions necessary for the proper functioning of IT services;
- Identify problems and changes to be made, and ensure the effective resolution of incidents;
- Conduct training for staff and students in the use of equipment, multimedia software and the use of technology;
- Write procedures on the use of multimedia equipment for users;
- Inform his superior when he sees the possibility of optimizing certain services or processes, in order to always contribute to the satisfaction of the users;
- Any other tasks related to the job profile requested by the immediate supervisor.

Technical Knowledge:

Windows Server 2016, Office365, IIS, Windows 10, OSX, iOS, Office, SQL
Apache, MySQL, PHP, Avaya, VEEAM, Adobe CC;
Mosyle Manager, Apple School Manager, GSUITE, Coba, ServiceDesk+
Network systems: TCP/IP, LDAP, WatchGuard, Radius, Aruba, AirWave, Instant
Familiarity with AV, sound consoles, lighting and projection.



REQUIRED QUALIFICATIONS

D.E.C. in computer science
Apple certificate (an asset)
3 to 5 years' experience in a similar position
Fluency in French and English, both oral and written

BENEFITS

Salary according to the French public sector salary scale, rank 14 (\$22.59 - \$30.46)
13 statutory holidays per year
3 weeks of vacation in the first year
75% employer contribution on the basic individual insurance premium, including dental and medical
Paid overtime
Training and development program
Defined benefit pension plan RREGOP

Work schedule: Monday to Friday, 8:30 am to 4:30 pm (35 hours per week)
Start date: As soon as possible

Please send your CV, as well as a letter of introduction or a short video of yourself of a maximum of 3 minutes by email to the following address: carrieres-careers@villamaria.qc.ca

The use of the masculine gender is intended to facilitate the reading of the text. Villa Maria is an equal opportunity employer and invites applications from all genders, First Nations, visible minorities, ethnic minorities and persons with disabilities.