



Information Services Summer Student Position

Highland Shores Children's Aid is committed to ensuring the safety and promoting the well-being of our community's children in partnership with their families and community resources. If you care deeply about the welfare of children and want to work in a dynamic environment, we would like to hear from you.

Reporting to the Manager, Information Services, the Information Services Student assists with providing professional support to all the agency's users and acts as an assistant for help desk tasks, utilizing a pro-active customer service approach.

Required Qualifications, Knowledge, Education and Skills:

- Preference will be given to students working towards a diploma from a three-year accredited community college program, specializing in Computer Studies or equivalent
- Full-time student during the 2015/2016 academic year and returning to full-time studies in the fall of 2016
- Effective written and verbal communication skills
- Working knowledge of Windows operating systems such as XP Operating System, Windows 7 and Microsoft Office 2007 or newer version
- Developing knowledge of computer hardware and software, problem solving, and troubleshooting skills
- Ability to work professionally in a team environment
- Strong customer service and interpersonal skills with the proven ability to work closely with others to provide individualized support in the use of various applications
- Valid driver's license and daily use of a vehicle with \$1,000,000,000 auto liability insurance
- Ability to provide a satisfactory Vulnerable Sector Check upon hire

The hourly rate of pay for this position is \$16.20.

Please apply in writing, (e-mail applications are preferred) by May 6, 2016 to:

Human Resources

Highland Shores Children's Aid

363 Dundas Street West, Belleville, ON K8P 1B3

Fax: (613) 962-7036, Email: human.resources@highlandshorescas.com

We are an equal opportunity employer and welcome applications from all qualified candidates. Accommodations throughout the recruitment and selection process are available upon request. We thank all applicants for their interest; however, only those being considered will be contacted.