JOB POSTING
INFORMATION TECHNOLOGY (IT)/NETWORK ADMINISTRATOR/WEB DESIGN
1 Full-Time Position for Innu Education Board Office
Temporarily located in Happy Valley-Goose Bay

The IT Network Administrator/Web Designer will work under the direction of the Director of Human Resources. The IT/Network Administrator & Web Designer will work collaboratively with the IT Administrative Officer to ensure the functioning of user workstations, software, and peripherals as well as the administration of the school networks, installation of equipment, maintenance and upgrade of the network and IT infrastructure. As a web designer will plan, create and code internet sites and web pages, many of which combine text with sounds, pictures, graphics and video clips. The web designer will be responsible for creating the design and layout of a website or web pages. This entails working on a brand-new website or updating an already existing site.

Key Responsibilities
- ❖ Creating website designs, producing sample sites
- ❖ Meeting with management to discuss requirements and/or project progress
- ❖ Keeping up to date with recent technological and software developments
- ❖ Developing skills and expertise in appropriate software/programming languages such as HTML and JavaScript
- ❖ Creating products that are user-friendly, effective and appealing, digital retouching and image editing
- ❖ Working as part of a multidisciplinary team
- ❖ Install, test and update computer, equipment (computers, servers, peripherals, programs and software)
- ❖ Maintain the administration and security of networks and other peripherals devices at each school
- ❖ Writing of procedures and various technical documents
- ❖ Provide user supports for the initial training on equipment and software
- ❖ Provide technical support on-site or via phone and email
- ❖ Develop and implementation of an IT Management Plan
- ❖ Maintain an inventory of all IT equipment
- ❖ Other related duties as assigned.

Qualifications
- ❖ Grade 12 or equivalent.
- ❖ College Diploma or Bachelor's Degree in Computer technology or equivalent education and work experience in the field.
- ❖ Knowledge of operating systems (especially OSX/Apple) and office software.
- ❖ Experience with network maintenance and administration.
- ❖ Ability to demonstrate analytical, communication and independent skills.

Salary: MT-IE Salary Scale
Competition Number: MTIE-003-2022
Closing date: November 18, 2022

Please send resume, references and quote competition number to:

Rena Penashue, Director of Human Resources
MAMU TSHISHKUTAMASHUTAU INNU EDUCATION
PO BOX 539, SHESHATSHIU, NL A0P 1M0
Phone: 709 899-3062 Fax: 709 896-0796
Email: rpenashue@innueducation.ca