



We work with the Grey Bruce Community to protect and promote health.

Summer Student Co-op – Information Technology

Competition #: 2024-11

Temporary Full-Time (Approx. 4-month duration)

Grey Bruce Public Health is seeking a motivated, self-directed co-op student to work within our Information Technology (IT) department. Placement is available for an approximately 16-week employment period.

Reporting to the Information Technology Manager, or designate, the incumbent will be expected to assist IT staff to carry out a variety of duties and responsibilities. These duties include, but are not limited to, hardware installs, technology troubleshooting, custom programming and end user support.

Examples of regular work duties include, but are not limited to the following:

- Assist in the deployment of hardware.
- Assist in the installation and upgrade of software.
- Assist in updating technology documentation.
- Testing technology solutions and troubleshooting same.
- Participate in ongoing automation including custom programming.
- Data reporting
- End user support.

Qualifications:

- Applicants must be enrolled in a post secondary program with a core function of Information Technology
- Proficiency in the areas of documentation, Microsoft Office, and database software.
- Effective written and oral communication skills with the ability to act in a calm and professional manner and possess skills in conflict resolution.
- Possession of a current and valid Police Vulnerable Sector Check is required.
- Capable of working independently and in a team setting.
- Ability to work in a busy environment with changing priorities and meet deadlines.
- Efficient in time management, using organizational skills influenced by risk assessment/analysis and collaborative problem solving.
- Availability to work flexible hours and/or on weekends.

To Apply: Please submit a complete resume and cover letter, quoting competition 2024-11 in the subject line to: apply.jobs@publichealthgreybruce.on.ca

Please note that this position will remain posted until filled.

The Health Unit is proud to be an equal opportunity employer; valuing and respecting diversity. We encourage applications from qualified members of the four designated groups. We are committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

In accordance with Municipal Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.

We thank you in advance for your interest in the above-noted position. However, please note that only those applicants receiving an interview will be advised of the recruitment outcome.