UNIVERSITY
nuxethot'ine thaa?ehots'i nistameyimâkanak
BLUE QUILLS

Employment Opportunity: IT Literacy Specialist

UnBQ is inviting applications for the position of IT Literacy Specialist. Aligning with the BQ philosophy, vision and mission statements, we are looking for a talented, dedicated and enthusiastic person to join our team.

The successful applicant for this position would be responsible for supporting students with all aspects of using computer technology to participate in onsite/online/hybrid courses at UnBQ. Additionally, this person would support instructional staff with the computer technology used to deliver onsite/online/hybrid courses.

The applicant would be responsible for assisting/teaching students how to work with/use Microsoft Teams. This would also include any other platforms used for online course delivery (Zoom for example), use of the UnBQ student email system, submission of assignments, and other applications as required. This would also include assisting/teaching instructional staff how to work with/use Microsoft Teams to deliver onsite/online/hybrid classes.

Development and delivery of training sessions for students/staff in the use of all above mentioned applications would also be required.

The applicant will be assigned to the Student Services Department and asked to work with the IT department and other university programs to assist with the support of all students and staff in the delivery of onsite/online/hybrid courses at UnBQ.

The applicant must have a superior working knowledge of computer applications/software and must also possess good organizational skills and the ability to work independently. The applicant will have an academic credential in education and/or computer technology.

Blue Quills is committed to a learning environment governed by Indigenous Knowledge and Practice Preference will be given to candidates with proficiency in Cree and/or Dene languages and with lived experience in Indigenous Nations.

For additional information please contact Peggy Shirt, Student Support Services Coordinator, peggys@bluequills.ca 780-645-4455, ext. 111 or Anne Blower, IT Department Lead, anneb@bluequills.ca 780-614-1209.

POSTED: November, 2022. DURATION: this posting will be open until a suitable candidate is found.

Please submit a CV/ resume with references to Sheila Poitras, sheilap@bluequills.ca or by fax 780-645-5215. Only applicants selected for interviews will be contacted.