



## IT Literacy Intern Position

Aligning with the BQ philosophy, vision and mission statements, we are seeking an IT Literacy Intern. The position is with the IT Department. This is an excellent opportunity for someone who has considered a career in IT and is looking for an entry level position. The candidate will report directly to the IT Department Lead.

### Responsibilities will include but will not be limited to:

- Provide technical support services and software application support to staff and students.
- Assist with classroom delivery of online and hybrid classes in Microsoft Teams as needed.
- Assist with the creation and maintenance of Microsoft Teams classes as needed.
- Assist/teach students and instructional staff how to work with/use Microsoft Teams.
- Provide training session for students/staff in all used applications.
- Troubleshoot issues in classrooms as per posted instructions.
- Other duties as assigned.

### Skills required:

- Basic working knowledge of computer applications and software.
- Basic problem solving and trouble shooting skills.
- Team player who is able to work with or without close supervision when necessary.
- Reliable transportation required.

Blue Quills is committed to a learning environment governed by Indigenous Knowledge and Practice. Preference will be given to candidates with lived experience in Indigenous Nations. For additional information, please contact Anne Blower, IT Department Lead, [anneb@bluequills.ca](mailto:anneb@bluequills.ca) 780-614-1209. **POSTED: September 2024**. This posting will be open until a suitable candidate is found. Please submit a CV/ resume with references to Sheila Poitras, [sheilap@bluequills.ca](mailto:sheilap@bluequills.ca) or by fax 780-645-5215. Only applicants selected for interviews will be contacted.