



**ASSISTANT INFORMATION SYSTEMS ADMINISTRATOR
GRANDE PRAIRIE AND DISTRICT CATHOLIC SCHOOLS
GRANDE PRAIRIE, AB.**

This is a full-time (40 hrs/wk) permanent, out of scope position to begin January 1, 2018.

Reporting to the IS Administrator, the Information Systems Assistant Administrator is responsible for planning and directing the set-up, installation, maintenance, and repair of the School District's servers and services. The District technology consists of Apple, ChromeOS and Microsoft Systems, located in 14 schools, a central office and a 5000 ft maintenance facility.

Duties include providing network server administration; installing and maintaining software and hardware; resolving hardware and software conflicts; supporting PC/Mac stations; providing assistance and information to staff; assisting with the identification of required hardware and software; maintenance of printing, documenting system procedures, hardware and software; and ensuring that that Student Record Systems are all functioning with the latest security updates and best practices.

The successful candidate shall have:

- Experience with installing
- A minimum of 7 years of experience.
- Post-secondary education
- An understanding and commitment to Catholic Education.

This position is situated in the City of Grande Prairie, but does require the individual to travel to schools in Beaverlodge, Sexsmith, Spirit River and Fairview.

Applications should be forwarded by December 15th 2017 to:

Karl Germann, Superintendent
Catholic Education Centre
9902 – 101 Street
GRANDE PRAIRIE, Alberta T8V 2P4
Phone: (780) 532-3013 Fax: (780) 532-3430

Police Information Check and Intervention Record Check must be no older than 6 months upon hire.

Forward a completed support staff application form #467D (available at www.gpcsd.ca) with job posting number, curriculum vitae to: Human Resources, 9902 - 101 Street, Grande Prairie, Alberta, T8V 2P4, Phone: (780) 532-3013 / Fax: (780) 532-3430, email: humanresources@gpcsd.ca