



## EMPLOYMENT OPPORTUNITY

**Position Title:** IT Support Technician

**Location:** Siksika Board of Education - Various Sites

**Employment Type:** One-year, 12-Month Contract Position

**Reports to:** System Principal of Information Technology

**Compensation:** Competitive salary and benefits based on experience and education

**Application Deadline:** April 24, 2026



### About the Role:

The SBE is seeking a reliable and skilled IT Support Tech to join our dynamic team. This client-oriented position will focus on the maintenance of computer hardware and software. It includes troubleshooting issues, managing networks, installing/upgrading software, implementing security procedures, providing technical support to end-users, and managing databases, websites, domains, student success platforms, and cloud-based resources. The ideal candidate will have a technical aptitude, exceptional problem-solving skills, and the ability to work collaboratively and independently. This is an entry level position with opportunities for growth.

### Responsibilities:

- Provide service-oriented, technical troubleshooting for system-related IT issues.
- Carry out duties under the direction of the System Principal of Information Technology
- Administering Google Domain and users, network mapping, terminations, and organization.
- Organize and maintain network closets and server rooms at SBE sites. Track inventory and assets.
- Provide on-call support for assigned IT systems, digital platforms, and electronic equipment
- Stay current with emerging technologies and leading industry practices.
- Complete daily logs and reports as required.
- Work alongside other members of the IT team to support operation of SBE devices and network
- Participate and attend all staff meetings, professional learning days, and workshops as assigned.

### Requirements:

- Personal integrity, honesty, and trustworthiness.
- Valid driver's license and access to reliable transportation.
- Excellent communication and interpersonal skills, with the ability to work effectively with a team.
- Background and/or experience in information technology consistent with an entry level role.
- Firm organizational, time management, prioritization, multitasking, listening, and communication skills.
- Demonstrated analytical problem-solving skills necessary to deal with and resolve technical problems.
- Team player with the ability to work independently with minimal supervision
- Ability to multitask and work effectively in situations with frequent distractions and interruptions.
- Strong data entry skills with an emphasis on accuracy.
- Ability to deal with sensitive and discretionary matters and maintain strict confidentiality.
- Windows 10/11, Office Suite and Office 365 Word/Excel/PowerPoint, Microsoft Teams. Basic iOS and Android Operating system knowledge. Basic Device Management environment skills. Malware/virus removal knowledge. Basic network, router and switch knowledge.
- We seek candidates with a vested interest in the preservation of Siksika culture, language, and knowledge.

### Documentation Required:

- Cover Letter and Resume (with initial application)
- Contact information for two employment references (if an interview is offered)
- Current Criminal Record check and Vulnerable Sector Check (if successful candidate)
- Copy of Valid Driving license and Driving Abstract (if successful candidate)

**How to Apply:** Send your resume by email to [workwithus@siksikaboardofeducation.com](mailto:workwithus@siksikaboardofeducation.com) with the subject "IT Support Tech"

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

*SBE is guided by our Siksika values. Decisions and actions will demonstrate these values.  
Our values create long-term benefits for the Siksika Nation and the students we serve.*