



EMPLOYMENT OPPORTUNITY

Position Title: IT Systems Analyst
Reports to: System Principal of Information Technology
Location: Siksika Board of Education - Various Sites
Employment Type: One-year, 12-Month Contract Position
Compensation: Competitive salary and benefits based on experience and education
Application Deadline: July 8, 2026
Competition Number: ISA-2026-06-24



About the Role:

The Siksika Board of Education (SBE) is seeking a reliable and skilled IT Systems Analyst to join our dynamic team. This position involves designing, implementing, and maintaining complex IT infrastructure and systems to support diverse business needs. The ideal candidate will have a strong technical background, exceptional problem-solving skills, and the ability to work collaboratively and independently across departments for system success. This role may also involve supervision and/or mentorship of junior IT staff.

Responsibilities:

- Carry out duties under the direction of the System Principal of Information Technology
- Provide service-oriented, advanced technical troubleshooting for system-related IT issues
- Provide on-call support for assigned IT systems, digital platforms, and electronic equipment
- Design, implement, and manage servers and network systems for performance and reliability
- Supervise, guide and mentor junior IT staff, providing training and support as needed
- Assist in developing, building and maintaining the SBE IT department.
- Support in leading technical projects and mentoring junior IT analysts and technical staff
- Prepare and submit task-related documentation as well as short-term and long-term IT plans
- When needed, acting as a liaison between technical teams and the System Principal of IT
- Stay current with emerging technologies and leading industry practices

Requirements:

- Current Criminal Record check and Vulnerable Sector Check (if successful candidate)
- Child Intervention Check (if successful candidate)
- High School Diploma (or equivalent) & a minimum two-year IT Diploma
- 5+ years of experience as an IT analyst or in a related role
- Valid driver's license and access to reliable transportation
- Vested interest in the preservation of the Siksika culture, language and knowledge.
- A proven track record in managing IT tasks within dynamic organizational environments
- Strong background in the Microsoft 365 (M365) Management Services and deployment via Microsoft Intune, Office 365 app installations, configuration profiles, security policies, and application management
- Expertise or certification in Fortinet firewall, switch and access points configurations and management
- Experience with server operating systems (Windows Server, Linux), virtualization, and cloud platforms
- Proficiency in networking concepts and protocols (TCP/IP, DNS, DHCP, VPN, Firewalls)
- Excellent communication and interpersonal skills, with the ability to work effectively with a team

How to Apply: Send your cover letter and resume to workwithus@siksikaeducation.com and include the competition number in the subject line with "IT Systems Analyst".

Other Careers with SBE: <https://siksikaed.com/about-us/careers/>

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