

# JOIN OUR TEAM!

**DEPARTMENT:** (ITS) INFORMATION TECHNOLOGY SERVICES  
**POSITION:** TWO (2) TEMPORARY FULL-TIME SUMMER STUDENT POSITION  
**SITE:** NORTH BAY REGIONAL HEALTH CENTRE (NBRHC)  
**HOURS:** DAY SHIFT

As part of the (ITS) Information Technology Services Team, the successful summer student candidate plays a crucial role in providing support for our ongoing projects. This role offers a unique opportunity to develop practical skills in a real-world setting. You'll receive guidance from experienced professionals, enhancing your knowledge and preparing you for a successful career in IT.

Reporting to the (ITS) Information Technology Services leadership, the Summer Student(s) may assist with the following:

## **RESPONSIBILITIES:**

- Collaborate with (SMEs) Subject Matters Experts, assign to SMEs as required.
- Provide customer related activities including monitoring, escalation, and ongoing communication with users or units.
- Install, configure, and maintain computer hardware, peripherals, and software applications as needed by users or departments.
- Troubleshoot and provide end-user support for all hardware and software issues that cannot be handled by Service Desk.
- Manage or fulfil standard requests, problems and incident resolutions on the service desk.
- Install, replace and retire assets as required to keep ITS (Information Technology Services) inventory current.
- Assist with maintenance and organization of IT equipment and infrastructure
- Support special projects
- Other duties as assigned.

## **QUALIFICATIONS:**

- Current student in positive academic standing with a history of good attendance required
- Ability to work effectively in a team environment and collaborate with colleagues on various projects
- Willingness to learn new technologies and adapt to changing project requirements
- Demonstrated commitment to ensure a culture of safety and prevention of adverse events within the organization for self and others required

- Working technical knowledge of PCs and various PC based applications
- Proven high level of self-direction/self-motivation with the ability to adapt to change and organize multiple work priorities effectively required
- Bilingualism (English/French) is an asset
- Criminal Reference Verification (recent as of three months) is required

**Interested candidates are asked to submit their cover letter and resume to:**

[careers@nbrhc.on.ca](mailto:careers@nbrhc.on.ca) quoting file **NU C-24-46**

**The posting will remain open until the positions are filled.**

Please note these postings are subject to change without notice. An acknowledgement will be sent only to those candidates who will be interviewed.

***NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.***

***The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.***

## **THE ORGANIZATION**

North Bay Regional Health Centre (NBRHC) is a unique health care organization with three primary roles: providing acute care services to North Bay and its surrounding communities, functioning as the district referral centre providing specialist services for smaller communities in the area, and it's the specialized mental health service provider serving all of northeast Ontario. At more than 400 beds, our state-of-the-art regional health centre has over 150 physicians, 2300 employees and 250 volunteers. For more information about the NBRHC, visit [www.nbrhc.on.ca](http://www.nbrhc.on.ca)

## **THE COMMUNITY**

North Bay is located 3.5 hours north of Toronto, just north of the district of Muskoka, and 3.5 hours west of Ottawa. With a population of 54,000 and a catchment area of 180,000, it is a safe and welcoming community that offers a healthy and balanced environment for working, living and raising a family. North Bay is situated on the shores of two large lakes (Lake Nipissing and Trout Lake) and boasts beautiful scenery and four distinct seasons. Whatever your interests are, you will have access to numerous activities and amenities within minutes from your home—reclaim your work-life balance and join us!

To see more of beautiful North Bay and learn about our lifestyle, visit [www.northbay.ca](http://www.northbay.ca)

*North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.*

**We are an equal opportunity employer. We thank all applicants for their interest.**