![Manitoba Institute of Trades & Technology logo]

MANITOBA INSTITUTE OF TRADES & TECHNOLOGY

Manitoba Institute of Trades and Technology (MITT) is Manitoba's newest college - a unique educational institution offering post-secondary certificates and diplomas alongside comprehensive, integrated secondary programming, all directly linked to current labour market needs. MITT gives students a competitive edge by providing the latest technology and training for careers in the areas of Health Care and Human Services, Information and Business Technology, and Skilled Trades.

INSTRUCTIONAL ASSISTANT / LAB TECHNICIAN
Full-time, 35 Hrs/Week

The **Instructional Assistant (IA)** is responsible for providing instructional support to students under the direction of the Academic Coordinator and the program Instructors. The **Lab Technician** is a second level responder to user service requests (hardware and software), sets up computers for staff and students, creates and modifies computer images as necessary, and assists in the administration of a multi-server environment, including NetWare, Cisco, Linux and Windows services.

Job Duties include but are not limited to:

Instructional Assistant
• Monitor and support Cyber Defence and Cloud Administration Diploma students during independent lab time.
• Reinforce content provided by the instructor.
• Assist and monitor students in the development of their theoretical and practical skills.
• Assist in review and reinforcement of program materials assigned by the instructor.

Lab Assistant
• Monitor servers and network equipment for correct operation.
• Check and perform network services such as backups and restores, when necessary on NetWare, Linux and Windows servers.
• Assist instructors on classroom reconfiguration and cabling.
• Assist instructors with plans for the setup, distribution, updating and documentation of student and staff workstations; plan and implement the updating of computer images to ensure up-to-date software and patches are distributed in a timely, regular manner; and contribute to the IT planning process.

Requirements:
• Graduate from recognized IT program with networking, security and Microsoft infrastructure emphasis.
• 2 to 3 years' related industry experience.
• Current related certifications from a recognized industry/corporate training such as Novell, Microsoft, VMWare or Cisco is an asset.
• Teaching/training experience in adult education setting is an asset.
• Strong communication and interpersonal skills.
• Ability to multitask.

Forward a cover letter and a detailed resume to Human Resources at HR@mitt.ca or fax: 204-488-4152

Quote competition **#2017-022** in the email subject line.

Application Deadline: January 18, 2018, 4:30 pm

We are growing, come grow with us.
MITT offers a challenging, team-oriented work environment, competitive income and benefits, and opportunities for professional and personal growth and development.