



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

Term Position, 35 Hrs/Week  
(Anticipated Term: July 2018 to June 2019)

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](mailto:HR@mitt.ca) or fax: 204-488-4152

Quote competition **#2017-063** in the email subject line. Application Deadline: June 15, 2018, 8:30 am

***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.***

*MITT is committed to an employment equity practice that achieves a workforce reflective of the community at large. Applicants are encouraged to self-declare.*

*This position requires the successful completion of a Criminal Record check including vulnerable sector.*

*We thank all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.*