



Job Posting

Milton Public Library is committed to inspiring through discovery, collaboration and creation. As one of the fastest-growing municipalities in North America, Milton Public Library (MPL) is an award winning system focused on innovation. MPL empowers the community to: Read. Learn. Create. Connect.

Position:	IT Assistant
Status:	Part Time (June 3, 2024 – November 1, 2024 - 26 weeks contract)
Salary Range:	\$16.55
Home Location:	Main Branch
Hours of Work:	Up to an average of 24 hours per week including evenings and weekends

Position Summary

As an IT Assistant at Milton Public Library, you will have the unique opportunity to contribute to the enhancement of our IT infrastructure while gaining hands-on experience in a dynamic and collaborative environment. This internship is designed to provide a comprehensive learning experience, allowing you to develop technical skills, collaborate on impactful projects, and build a strong foundation for a successful career in the IT industry.

Typical Duties and Responsibilities

- Configure and maintain servers, ensuring optimal performance and security.
- Provide technical support to end-users, addressing hardware and software issues.
- Collaborate with the IT team to plan and execute IT projects.
- Assist in network design, implementation, and troubleshooting.
- Participate in knowledge-sharing sessions and continuous learning opportunities.

Qualifications

- Currently pursuing or recently completed a Bachelor's degree or Diploma in Information Technology, Computer Science, or a related field.
- Strong problem-solving skills and the ability to troubleshoot technical issues.
- Proficiency in system administration and network management.
- Excellent communication skills, both written and verbal.
- Ability to work collaboratively in a team environment.

Additional Skills (Optional)

- Relevant certifications in system administration, network management, or project management.
- Experience with programming languages and scripting (e.g., PHP, HTML).

What you Will Gain:

- Practical experience in real-world IT scenarios.
- Exposure to industry-standard tools and technologies.
- Networking opportunities within the local IT community.
- Professional development and mentorship.

This position is funded by Young Canada Works (YCW) as such all Candidates must meet YCW requirements and must;

- be a Canadian citizen or a permanent resident, or have refugee status in Canada;
Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent resident status are not eligible.
- be legally entitled to work in Canada (have a valid social insurance number);
- be between 16 and 30 years of age inclusively at the start of employment
- be registered as a high school, college, CEGEP or university student or be a graduate from college or university.

Work Environment

- Unionised position as part of CUPE Local 4366
- Ability to bend and reach upper and lower shelves and lift items up to 10kg
- Works in a fast-paced environment
- Works as per the assigned schedule, including evenings and weekends as per the provisions within the Collective Agreement

Application Process

Interested candidates are asked to submit a resume and covering letter indicating how they meet the qualifications of this position by **5:00 pm on May 6, 2024** quoting posting **24-04** to:

Human Resources

Email: careers@beinspired.ca

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

Candidates must meet the eligibility criteria for the "Young Canada Works at Building Careers in Heritage" program. Please refer to: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/studentsgraduates/careers-heritage-graduates.html>

Candidates can register for the YCW program by creating an account here: <https://young-canadaworks.canada.ca/Account/Register>

The Milton Public Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, for recruitment purposes. Questions about this collection of personal information should be directed to: Chief Librarian, Milton Public Library, 1010 Main Street East, Milton, ON, L9T 6H7

The Milton Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact Human Resources at careers@mpl.on.ca