



# PROVIDENCE

## TECHNOLOGY COORDINATOR

Providence is an interdenominational institution and is the largest, self-standing Christian educational institution in Manitoba. It is governed by a board elected from a corporation that represents the supporters of the institution. The name Providence speaks of God's provision for the institution over its 90+ years of educating.

### POSITION OVERVIEW

Reporting to the Director of Information Technology Services, the Technology Coordinator is responsible for the planning, purchasing, preparation, deployment and maintenance of computer and audiovisual equipment used in offices, teaching and performance areas.

### SUMMARY OF DUTIES AND RESPONSIBILITIES

#### MONITOR AND MAINTAIN TECHNOLOGY USED IN OFFICES, CLASSROOMS AND PERFORMANCE AREAS

- Diagnose and solve hardware and software issues with computers, printers etc. as they arise
- Reinstall, reconfigure or upgrade software as needed
- Service and repair classroom technology such as projectors, speaker systems, cameras, microphones, and cabling
- Monitor consumables such as toner and projector lamps, order and replace as necessary

#### PROVIDE TECHNOLOGY SUPPORT TO STUDENTS, STAFF AND FACULTY

- Technical support for staff, faculty and students on hardware and software issues on office, classroom or BYOD devices

#### SUPPORT AUDIO VIDEO CONFERENCE CALLING AND DISTANCE LEARNING

- For meetings and distance learning classrooms
- Set up and support the connectivity of a/v conference calls and configure Clear One units
- Give support to online students

#### PLAN AND IMPLEMENT TECHNOLOGY FOR UPGRADES AND PROJECTS

- Plan and implement technology replacement or upgrades
- Assess needs of a particular room or space and plan for technology that will help facilitate those needs
- Prepare a costs benefit analysis
- Research and purchase appropriate equipment within budget restraints

#### SUPPORT ON-CAMPUS EVENTS AND FACILITY RENTALS

- Set up the appropriate equipment for events and banquets on campus
- Serve as technology operator when needed



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## MAINTAIN INVENTORY OF EQUIPMENT

- Keep an up-to-date inventory of office and classroom technology for tracking and insurance purposes
- Monitor, and repair if necessary, projectors and sound equipment that we make available for school related events or needs

## PERSONAL COMMITMENT

- To be in good standing with a local church
- An enthusiastic personal faith commitment
- A commitment to Christian higher education and to Christian ministry
- Affirm the Covenant of Faith of Providence University College and Theological Seminary as outlined in the Employee Handbook
- Able and willing to uphold the Covenant Of Community Life and model conduct accordingly

## EDUCATION & QUALIFICATIONS

- Grade 12 with a math and science orientation required
- Minimum one year experience preferred
- Proficient in MS Office 365
- COMP-TIA A+ certification preferred (will be required within 1st year of employment)
- Experience with the following devices: computers, monitors, projectors, printers, cameras, phones, speakers, microphones, sound boards, amplifiers, and soldering iron
- Specialized knowledge and experience with computer and pro-audio hardware an asset

## COMPETENCIES

- Strong troubleshooting ability
- An aptitude and intuition for technology and computer systems a must
- At least basic knowledge of teaching for working with staff and students
- Strong general technological understanding
- Good time management and organizational skills
- Confidentiality: Ability to exercise discretion and confidentiality with staff, students and financial information
- Communication: Excellent skills both oral and written and interpersonal communication, ability to interpret helpdesk calls and inquiries



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- Ability to work independently and as member of a team
- Dependability: Reliable, responsible, and dependable, and fulfilling obligations

## WORK ARRANGEMENT

- This is a full time position with a 37.5 hour per week work schedule. Normal business hours are 8:15 AM – 4:30 PM, Monday – Friday (2 - 15 minute coffee breaks; 45 minutes for lunch).
- This position will also be available for evenings and/or weekends as required.
- Providence is a faith-based institution and all staff are required to agree to a code of conduct. Our Staff Handbook outlines all institutional expectations, responsibilities, and benefits.

## APPLY

- To apply, submit a cover letter and resume by email to [hr@prov.ca](mailto:hr@prov.ca).
- Consideration of applications will commence on June 1, 2019 and will continue until the position is filled.
- We thank all applicants for their interest, however, only those selected to continue with the application process and interview will be contacted.
- Questions regarding this position can be sent by email to [hr@prov.ca](mailto:hr@prov.ca).