

**Job Title:** Information Technology Facilitator

**Location:** Saskatoon, SK

**Compensation:** Starting at \$58,500 – benefits available after 3 months

**About the Role:**

The Saskatoon Industry Education Council (SIEC) is a non-profit organization providing hands-on career exploration and skill development programs for students aged K-12.

The SIEC is seeking a self-motivated Information Technology Facilitator to oversee IT infrastructure, troubleshoot hardware and software issues, as well as manage educational robotic kits. In this role, you'll leverage your technical expertise to support our educational programs like SaskCode, DigIT, and VR Adventure. You will have the opportunity to work with innovative tools, including video editing software, 3D printers and virtual reality devices.

**Key Responsibilities:**

- Provide general IT support for staff, events, and training sessions.
- Daily replenishing and restocking of educational kits, managing logistics, and assisting with program outreach.
- Sourcing and purchasing of computer equipment and educational kit components.
- Manage software systems, wired/wireless networks, and hardware troubleshooting.
- Diagnose and troubleshoot issues with robotics and other equipment using small hand tools and basic electronics.
- Assist with 3D printing and laser cutting for student projects.

**Skills and Qualifications:**

- In-depth knowledge of operating systems (Windows, Apple, Android) and IT hardware (computers, networks). Experience working with computer hardware and basic electronics.
- Basic experience with 3D design programs and video editing software would be an asset.
- Exceptional troubleshooting, problem-solving, and team collaboration abilities.
- This role requires a high degree of independence, while still being part of a collaborative team environment.
- Post-secondary certification in IT, electronics or related field required.
- Clear criminal record check, including working with the vulnerable sector.
- Valid driver's license and ability to travel locally.

**Why Join Us?**

This role offers a blend of technology, creativity, and education in a supportive, innovative environment. You'll engage with a variety of technology which will have a direct impact on the programs that inspire the next generation. Apply today and become part of a team that values growth, creativity, and impact!

**How to Apply:** Please send cover letter and resume to: [admin@saskatooniec.ca](mailto:admin@saskatooniec.ca) by September 23, 2024. We thank all candidates for their interest, however, only those selected for an interview will be contacted.