

Orangeville

Town Page









reads, tasty treats, and

Register before May 31.

Spots are limited.

Registration required online

orangevillelibrary.ca

sweet swag.

WE'RE HIRING!

Junior Help Desk Student Temporary contract: May - September 2022

The Town has a student job opportunity available, for the position of Junior Help Desk Student. This position shall start as soon as possible and will end in September. The Junior Help Desk Student will offer support and technical assistance to internal customers who use software, hardware, or other computer systems and need help completing tasks or troubleshooting problems through diagnostic tests and remote access to their computers. This position is thirty-five (35) hours per week.

Job Duties:

- Responding to queries via chat, email, or phone; serving as the first point of contact for customers seeking technical assistance; writing, editing, and revising training manuals for new and updated software and hardware; providing technical assistance for questions and problems; diagnosing system errors and other issues; and following up with customers to ensure full resolution of issues.
- Installing or changing software to fix issues; remotely accessing hardware or software for clients to make changes and fix problems; resolving problems with networks and other computer systems; and assisting users in security awareness, training for mobile, workstation and online accounts.
- Helping manage end user accounts for subscription systems; maintaining software and hardware assets through internal systems; remediating systems affected as required; and escalating to second tier support internally or externally to find solutions.

Qualifications:

- Working towards a diploma or degree in Information Technology, or a related course of study.
- Strong knowledge of Microsoft Client Operating Systems (Windows 10,11).
- Microsoft Office skills, knowledge of mobile devices, PC hardware skills, and familiarity with both PC and Mac hardware and software.

Please note:

- To be eligible for this job, students must be enrolled in full-time post-secondary education. Students may be asked to provide proof of enrolment.
- Virtual interview formats are available for this position.
- All Town student positions are subject to budget and grant approval, and thus may be subject to change.

Hourly Range: \$21.88, Grade 4 on the 2022 Summer Student Pay Grid

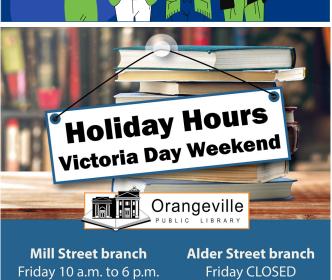
Eligible students are invited to submit their resumes, in confidence, to Sarah Alexander, Human Resources Assistant, no later than 4 p.m. on Wednesday, May 25, 2022. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions.

All Town of Orangeville employees are required to be fully vaccinated against COVID-19 as a condition of being hired by the Town of Orangeville. The full details of these requirements are indicated in the job posting qualifications.

See all job openings at <u>orangeville.applicantstack.com/x/openings</u>





Both library branches are CLOSED Sunday, May 22 and Monday, May 23

Saturday 10 a.m. to 5 p.m. Saturday 9 a.m. to 2 p.m.

SPRING FLING
SENIORS
LUNCHEON

Celebrate new beginnings with friends while you enjoy a fitness performance, guest speaker and delicious lunch.



Register at **orangeville.ca** or call **519-940-9092** more information

PRIZES

Orangeville

e Orangeville

Swim Here Work Here

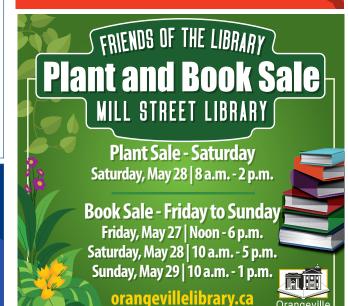
Become a lifeguard or swimming instructor today!

Great opportunity for future employment with Orangeville Recreation. Register for upcoming National Lifeguard and Lifesaving Swim Instructor courses.

- ✓ Discounted course fees
- Paid training
- Free uniforms
- **✓** Great pay and staff incentives
- **✓** Staff activity pass for free swims

orangeville.ca

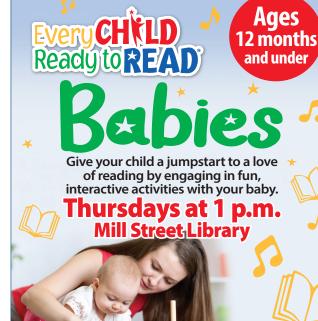
Orangeville



Town Hall Summer Hours

Starting Tuesday, May 24, summer hours are in effect at Town Hall. The offices are open from 8:30 a.m. until 4 p.m.

Regular business hours, 8:30 a.m. to 4:30 p.m., will resume on Tuesday, September 6, 2022.



No registration required, drop in.
orangevillelibrary.ca

Orangeville PUBLIC LIBRARY