Island Catholic Schools
Roman Catholic Diocese of Victoria

1 – 4044 Nelthorpe Street
Victoria BC V8X 2A1
Phone: (250) 479-1331 ☧ Fax: (250) 479-5423
www.rcdvictoria.org

Job Posting: *Computer Technician*

We are seeking a full-time Computer Technician to assist and support Island Catholic Schools and the Roman Catholic Diocese by installing, maintaining and repairing computers and networks. As a computer technician you must be well-versed in computer systems, software and IT infrastructure. The ideal candidate will be able to work diligently and accurately and will possess excellent problem-solving ability. The goal is to install and maintain high quality networks and computer systems.

Duties & Responsibilities

- Set up hardware and install and configure software and drivers
- Maintain and repair technological equipment (e.g. routers) or peripheral devices
- Install well-functioning LAN/WAN and other networks and manage components (servers, IPs etc.)
- Manage security options and software in computers and networks to maintain privacy and protection from attacks
- Perform regular upgrades to ensure systems remain updated
- Troubleshoot system failures or bugs and provide solutions to restore functionality
- Arrange maintenance sessions to discover and mend inefficiencies
- Keep records of repairs and fixes for future reference
- Offer timely technical support and teach users how to utilize computers correctly

Position Requirements

- Proven experience as computer technician or similar role
- Experience with LAN/WAN networks
- Thorough knowledge of computer systems and IT components
- Good knowledge of internet security and data privacy principles
- Excellent troubleshooting skills
- Very good communication abilities
- Exceptional organizing and time-management skills
- Post-secondary technical training in computing or related discipline
- Relevant certifications (e.g. CompTIA A+) will be an advantage

Interested applicants are invited to submit a résumé and cover letter by October 8, 2021 to:

Roman Catholic Diocese of Victoria
Attention: IT Hiring Committee
1 - 4044 Nelthorpe Street
Victoria, BC V8X 2A1
Email: jobs@rcdvictoria.org
Website: www.rcdvictoria.org/employment
The position will remain open until position is filled.
Please note that only those short-listed for an interview will be contacted.