STUDENT GRANT OPPORTUNITY

REVISED

Breton Ability has been successful in obtaining one (1) Federal Summer Student Grant position through Service Canada. Breton Ability would like to invite applications from candidates interested in the following position:

Admin and IT Training Support

Applicants must be available to begin work commencing June 16, 2025, for eight – ten (8-10) consecutive weeks. 40 hours per week.

Position Overview

We are currently seeking a motivated and tech-savvy Summer Student to join our team as an **Admin and IT Training Support.** This role offers a unique opportunity to develop skills in administrative support, technical troubleshooting, and mobile application training, all while contributing to the efficiency of our operations.

Key Responsibilities

- **Mobile Application Support / IT Help Desk Support:** Assist staff in setting up and troubleshooting mobile applications on smartphones and tablets. Support the demand of the IT Help Desk Support System as required.

- **Technical Training:** Help to develop and deliver training sessions on the use of mobile applications and/or other digital tools.

- **Administrative Support:** Provide general administrative assistance, including but not limited to data entry, maintaining filing systems, and other duties as assigned.

- **Documentation:** Help to create user guides and FAQs to support staff in utilizing mobile applications effectively.

Required Skills and Qualifications

- **Technical Proficiency:** Familiarity with mobile operating systems (iOS and Android) and common mobile applications.

- **Computer Skills:** Proficiency in Microsoft Office (Word, Excel, Power Point) Also Strong knowledge of software such as Outlook, Gmail and other communication platforms.

- **Communication Skills:** Strong verbal and written communication abilities.

- **Organizational Skills:** Ability to manage multiple tasks and prioritize effectively.

- **Problem-Solving:** Capable of diagnosing and resolving basic technical issues.

- **Eligibility:** Must be between 15 and 30 years of age at the start of employment and meet other Canada Summer Jobs eligibility criteria.

Preferred Qualifications

- **Experience:** Previous experience using different operating systems (MacOS, MS Windows) and/or technical support is an asset.

- **Education:** Enrollment in a post-secondary program related to Information Technology, Business Administration, or Education.

- **Certifications:** Any relevant certifications in mobile application support, information technology, computer systems or training are considered an asset.

Applicants must meet the following <u>Federal Summer Grant</u> criteria listed below:

- Be between 15 and 30 years of age at the beginning of the employment period (The youth may be more than 30 years of age at the end of the employment period, as long as the youth was 30 years of age at the beginning of the employment period):
- Have been registered as a full-time student in the previous academic year and will be attending post-secondary school on a part-time or full-time basis in the next academic year.
- Are Canadian citizens or permanent residents or have official refugee protection status under the Immigration and Refugee Protection Act for the duration of the employment period.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations.

  ** Please Note: International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or a person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa, or work visa are ineligible. The objective of the CSJ program is to support youth entering the Canadian labor market and the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labor market.

*Interested applicants can send a cover letter and resume to: **Human Resources** hr@cb-bac.ca.*
In the subject line be sure to note: **Administrative and Technical Training Support Assistant** – Summer Grant Opportunity

Job closing date: May 29, 2025, at noon.

The selection process for this grant will be through an **<u>interview process.</u>**