



Summer Student  
**Information Technology**  
Administration

## **ATTENTION STUDENTS!**

If you are a highly motivated student looking for a challenging and rewarding opportunity, this could be your chance!

In this role, you will support the IT department by assisting with day-to-day technology needs and contributing to various IT projects that drive positive improvements across the organization. This position is based at Town Hall in Quispamsis. Reporting to the Technology Manager, you will work closely with Town staff, external vendors, and managed IT services provider.

Responsibilities may include:

- Assist with daily IT operational tasks and general technical troubleshooting.
- Provide hands-on support for account setup, workstation configuration, software installation, and peripheral setup.
- Support the setup, maintenance, and troubleshooting of hardware, software, and networked/wireless devices.
- Contribute to IT projects by assisting with planning, coordination, documentation, testing, and implementation activities.
- Help resolve operational issues, identify root causes, and support corrective actions.
- Conduct basic research on technology issues and solutions as needed.
- Document procedures, troubleshooting steps, and standard operating processes.
- Communicate technical information clearly to both technical and non-technical users.

To qualify, you must:

- Candidates must be enrolled in an IT program and returning to studies in Fall 2026.
- Background in IT, or other analytical or technical discipline in information technology such as Networking, IT Business Analysis, Programming or Cyber Security.
- Excellent organizational and time management skills.
- Possess the technical skills necessary to both understand the information and create the necessary format for analysis.
- Good IT troubleshooting skills (know when to solve and when to dispatch).



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- Familiarization with Microsoft Windows Server, Entra ID, Microsoft 365, Microsoft Azure, Microsoft SQL.
- Communicate basic and routine technical information clearly and concisely both written and orally.
- Knowledge of enterprise and cloud server security, configuration and change management.
- Strong attention to details and the ability or experience to query, collect and evaluate data from multiple sources to support activities.
- Strong documentation skills including narrative creation, technical explanation, and evident descriptions.
- Understanding and/or experience in the delivery of network infrastructure services both client/server and cloud based in an asset.
- Current NB Driver's Abstract meeting Town's expectations.

Deadline for applications is March 8<sup>th</sup>, 2026.

[Click here](#) to apply

\*The Town of Quispamsis reserves the right to require criminal record checks upon hiring\*