INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	**Area Network Administrator**
Location:	Area 1 Office – Thompson or Winnipeg
Start Date:	As soon as possible
FTE:	8 Hours/Day, 5 Days/Week, 12 Months/Year
Term of Employment:	Permanent
Salary:	$33.14/hour to $38.45/hour
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	**Wednesday, June 11, 2025**

The Area Network Administrator is responsible for all aspects of Information Technology (IT) including support for network and related hardware, software, and peripherals in schools, classrooms and the Area One Office in Thompson, Manitoba. This position can be based in Winnipeg, Manitoba but **extensive travel, including overnight stays,** to school sites (Brochet, Lynn Lake, Leaf Rapids, South Indian Lake, Ilford and Gillam) would be required.

QUALIFICATIONS

- An appropriate technology designation (A+, MCSE, CNE)
- Must be eligible to work in Canada with a valid Manitoba driver's license
- Three years experience in a network environment
- A self-motivated individual who strives to provide excellent customer service
- Knowledge of Help Desk management software
- Excellent organizational, analytical and problem-solving skills
- Demonstrated ability to analyze and document procedural routines
- Ability to work independently and as a team member
- Experience with IP Communication technologies (VoIP/Video conferencing)
- Excellent written and verbal communication skills
- Physically able to perform assigned duties (loading/unloading and lifting up to 20 kgs)

DUTIES AND RESPONSIBILITIES

- Provides technical support in educational and administrative environments
- Determines hardware and software needs
- Implements information technologies to address identified and approved needs
- Installs, configures, and maintains school servers
- Installs and maintains network infrastructure devices
- Supports and maintains network and backup systems
- Maintains Area systems documentation
- Manages Area systems security (e.g. firewalls, user logins)
- Maintains inventory of Area hardware and software

Applications must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

Thank you for your interest; however, only applicants selected for an interview will be contacted.
By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at www.fsdnet.ca
Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:

Andrew Single, Division Network Administrator
Frontier School Division
30 Speers Road, Winnipeg, MB R2J 1L9
Fax: (204) 258-2061
Email: Andrew.Single@fsdnet.ca