

Computer and Network Support Analyst

The IT Support will maintain the computer networks at EIA, provide technical support and ensure that the school's technology system runs smoothly. IT Support monitors and maintains the school's computer systems, installs and configures hardware and software, and solves technical problems.

Duties and responsibilities:

- Installing, configuring and troubleshooting computer hardware, software, systems, networks, printers, scanners, smartboards and other hardware peripherals
- Monitoring and maintaining computer systems and networks
- Responding in a timely manner to service issues and requests
- Providing technical support across the company (this may be in person or over the phone)
- Setting up accounts for new users
- Repairing and replacing equipment as necessary
- Testing new technology
- Possibly training more junior staff members

Qualifications and Requirements

- Completed a Diploma/Degree in a Technical or IT subject
- A technical, logical thought process
- Problem-solving skills
- An ability to stick to strict deadlines
- An ability to prioritize and delegate
- A keen eye for detail
- Occasional physical nature of the role may require you to lift and carry heavy equipment.

We offer a Competitive Annual Salary, Health Benefit and Pension Plan.

To apply, please email your resume and cover letter to: hr@islamicacademy.ca

This position is open to all qualified applicants but only those shortlisted will be contacted for an interview. Thank you for your interest in employment with Edmonton Islamic Academy.