DESAUTELS

Faculty of Management
Faculté de gestion

Temporary Assignment AMUSE	
Position Title:	IT Assistant C
Hiring Unit:	McGill Dobson Centre for Entrepreneurship
Hours:	Approx.. 7 hours per week
Hourly Wage:	$16.00/hr
Duration:	March 9 – April 3, 2020
Date of Posting:	Feb. 27, 2020
Deadline to Apply:	Feb. 28, 2020

Job Summary

Under the direction of the immediate supervisor, the incumbent will assist the Dobson Centre with IT projects.

Main Duties & Responsibilities

1. Provides computer/server maintenance and resolves any hardware/software related issues.
2. Creates websites and database content as required. Makes recommendations for improvements.
3. Edits and writes report or manuals related to projects.
4. Maintains and monitors social media platforms. Reviews website and schedule of events to ensure accuracy.
5. Assist with completion of IT projects as needed.

Minimum Education and Experience Required

High School Diploma with two years of relevant experience in the field of work.

Other Qualifying Skills & Abilities

HOW TO APPLY

Please send CV to melanie.lane@mcgill.ca.