



**Assistant Automation Coordinator
External Service Point Office-SFU**

Position description

Key Activities

- Manage the ESP Office technology
- Provide technical troubleshooting & computer support (including REVISE)
- Oversee information technology security procedures.
- Perform other duties as requested by the Additional Assistant Returning Officer-ESP (AARO-ESP)

Duties

- Manage the ESP offices' technology, including producing statutory reports and activities
 - supervise the LAN set-up
 - supervise service centre set-up
 - test/operate hardware/software
 - assist with the training of the service centre agents in REVISE functions
- Provide assistance according to demand, as determined by AARO-ESP
- Assist in providing technical troubleshooting and computer support for the ESP offices
- Pack up hardware when voting completes

Experience

- Providing technical support services
- Using Windows-based computer applications

Knowledge of

- Program loading and set-up
- LAN maintenance

Personal Suitability

- Remain impartial in all dealings during electoral event
- Maintain a professional demeanour and exercise judgment and tact
- Learn quickly, understand complex concepts and adapt to changing circumstances
- Work in teams, contribute as a team member
- Complete tasks and assignments in a timely and efficient manner

Rate of Pay: 21.23 per hour (Approximately 40+ hours)

For this position we will be hiring 3 candidates (designated as A, B & C). Will each work:

- TBD - Attend .5 to 1 day training session at RO Office in Brentwood Town Centre (September)
- October 3 – Assist with set up of an ESP Office; furniture and computer equipment: 9-6
- October 4 – Assist with training of the ESP Office Service Agents: 9-12 & 1-4
- October 5 – On site Tech support at ESP Office: 9-6
- October 6 — On site Tech support at ESP Office: 12-4
- October 7-9 — Work 2 shifts (9-3:30 or 3-9) at the ESP offices
 - Mon: A (9-3:30) & B (3-9)
 - Tues: C (9-3:30) & A (3-9)
 - Wed: B (9-3:30) & C (3-9)
- October 10 – Dismantle, pack up and store ESP computer equipment for pick up (A, B & C)
 - Times and number of hours TBD

Note: These dates and specific hours are approximate and are subject to change.

Send resumes to sfuECjobs@gmail.com