

IT/AV Technician

The **IT/AV Technician** provides information technology and audio-visual training and support services to faculty and staff in all departments of Atlantic School of Theology (AST). In doing so the **IT/AV Technician** demonstrates a high level of initiative, problem solving, and integrity in all facets of the role.

AST's mission is to shape faithful and effective leaders and understanding among communities of faith. Reporting to and working closely with the Director of Finance & Administration, the **IT/AV Technician** is a highly skilled, hands-on technical support and training resource staff person who strives to achieve goals and objectives assigned by the Director of Finance & Administration and based upon the university's mission and strategic plan. Progress against these goals and objectives are used in the evaluation of both the position and the incumbent.

This is a 20 hour per week position, with variable hours of work which regularly include evenings and occasionally include time on weekends. This is a three-year term position, with the potential for renewal.

As the ideal candidate, you have the following preferred qualifications and experience:

- Possession of a high school diploma
- Postsecondary training in a related field and / or equivalent experience
- Strong evidence of excellent user teaching / training skills and experience
- Previous IT and AV technician experience
- Previous experience in a similar position with proven results
- Results-orientated and able to work both independently and within a team environment
- Strong attention to detail, accuracy, speed
- Must possess excellent verbal, analytical, critical thinking, organizational and written skills
- Must be self-directed with the ability to act in a pro-active manner and take initiative
- Proficiency in using Microsoft Office Suite applications
- Reliability & Flexibility
- Professionalism
- Exceptional interpersonal skills
- Highly motivated, high energy, takes initiative, is persistent, tactful, and diligent.
- Personal attributes and skills (e.g. integrity, maturity, diplomacy, openness, assertive, warm/positive attitude) to work collaboratively in a theological university with students, faculty, staff, and board members.

As a condition of employment, the successful candidate will be required to provide a satisfactory criminal records check (including Vulnerable Sector Search) at the candidate's cost.

If this role excites you, and have the requisite qualities and qualifications, please forward your resume and a compelling cover letter (as one single document) to Shelley Alward MacLeod at shelley@hronthego.ca prior to June 28, 2019. We thank all candidates for their interest; however, only those candidates selected for an interview will be contacted.