



**Casual Information Technology Positions  
Prince George Campus**

As part of our casual pool of employees available on an on-call basis, you may be called in to assist during peak periods, vacation or sick leave coverage. You will assist other IT staff members in the installation of consumer based operating systems and software packages; assist in the physical deployment of desktop computers; and updated website content as directed by your supervisor.

Candidates should have a one-year technical diploma in an information technology field or have completed a minimum of 15 credits towards a computer science degree; you should have exceptional customer service experience; excellent working knowledge of MS Windows XP or higher and MS Office 2007 or higher; and basic HTML knowledge.

Competencies you will be assessed on include: communication, flexibility, service orientation, professional/technical expertise, accountability/dependability and attention to detail.

You must be available for assignments, sometimes on short notice.

Our normal office hours are 8:30 am – 4:30 pm Monday through Friday.

Please forward your resume, proof of education and the names and addresses of three references (including telephone # and e-mail address) to: Human Resources, University of Northern British Columbia, 3333 University Way, Prince George, BC, V2N 4Z9. Phone: (250) 960-5521. Fax: (250) 960-5695. Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)

*We thank all applicants for their interest in UNBC. However, only those applicants selected for further consideration will be contacted.*

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***All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.***

***There is no close date for this posting.***

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