



Job Title: IT Assistant – Server Setup & Administration

Job Summary:

We are seeking a motivated and detail-oriented student assistant to assist with setting up and configuring a server environment. The ideal candidate will gain hands-on experience with Windows Server administration, Active Directory management, and data replication technologies. This is an excellent opportunity for students pursuing a career in IT, networking, or cybersecurity.

Key Responsibilities:

- Assist with setting up and configuring a Windows Server environment.
- Create and manage Active Directory groups and user permissions.
- Install and configure necessary software applications.
- Set up Distributed File System (DFS) and replication services.
- Configure and test backup solutions, including snapshots and recovery options.
- If time permits, establish and manage Access Control Lists (ACLs) to enhance security.
- Document configurations and provide recommendations for system improvements.
- Other duties as assigned

Qualifications & Skills:

- Currently enrolled in an IT, Computer Science, or related program.
- Basic understanding of Windows Server, Active Directory, and networking concepts.
- Familiarity with DFS, backup solutions, and access control management is a plus.
- Ability to troubleshoot and problem-solve technical issues.
- Strong organizational and documentation skills.
- Willingness to learn and take initiative.

Benefits:

- Hands-on experience in IT system administration.
- Opportunity to work with experienced IT professionals.
- Exposure to enterprise-level infrastructure management.
- Fulfill a work experience requirement for school

Terms:

May 5, 2025 – August 29, 2025 (negotiable)

General office hours are 8:30 a.m. to 5:00 p.m. Monday through Thursday and 9:00 a.m. to noon Fridays. Evening and weekend work will be required.

\$22 – 24/hour for 35 hours per week (must be willing to assist us in qualifying for the Technation grant).

Deadline: Application Deadline: April 6, 2025

If you meet these qualifications and are excited about the opportunity to contribute to engaging Calgaryans, we encourage you to apply! Please submit your resume and a cover letter detailing your relevant experience and why you're passionate about this position to:

Leslie.evans@calgarycommunities.com

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