

BCIT Information Technology Services 2024 Summer and 2024/2025 Academic Year Student Intern Employment

Attention all First-Year CST, CIT, CISA, ECET, or ITMG Students

IT Services has openings for Student Interns – full-time (2024 June, July, August) and part-time (2024/2025 academic year), at both the Burnaby and Downtown campuses. We are seeking students with good interpersonal skills, as well as a general knowledge of End User computing products. The successful candidates will assist IT Services staff in solving computing problems for BCIT staff and students, as well as participating in annual summer projects, which may include software and hardware upgrades, and inventory. These positions will provide an excellent learning environment for the successful candidates and relevant experience on their resumes!

In particular we are looking for candidates with the following skills, knowledge and experience:

- Enrolled as a full-time BCIT student who has completed the first year of a BCIT diploma program –
 - preferably CST, CIT, CISA, ECET, or ITMG.

<ul style="list-style-type: none">• Windows 11 (MacOS an asset).• Microsoft Office 2019/365 (including Outlook), internet browsers, myBCIT and other popular applications.• Good hands-on knowledge of PC hardware and peripherals, especially printers. You will preferably be able to swap boards/drives/memory and do basic hardware troubleshooting.• Experience with laptops, Macs and mobility devices would be an asset.• Basic networking knowledge (e.g. home network setups, wireless, etc.).	<ul style="list-style-type: none">• Good problem-solving skills.• Excellent oral and written communications skills.• Ability to learn quickly with lots of enthusiasm• Ability to work both under close supervision and independently.• Previous paid or volunteer experience in a customer service or support position (e.g. Retail, Hospitality, Tutoring, Coaching, etc.).
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If you are interested in applying, please submit your application package:

- **by Friday, March 29, 2024**
- **via e-mail to its_student_hiring@bcit.ca**
 - The subject line **must include** “2024/2025 Student Intern Position”
- **in 1 pdf document only, which must contain:**
 - **your cover letter which must include:**
 1. **the BCIT program that you are enrolled in**
 2. **your expected graduation date**
 3. **if you are legally entitled to work in Canada**
 4. **if you are available to work both the summer and academic year positions, or only the academic year positions** – students hired for the summer **must** also be available for the academic year positions.
 - **the following information in the upper right hand corner of your covering letter**
 - Your BCIT ID number
 - Your phone number
 - Your myBCIT e-mail address (applications without a myBCIT e-mail addresses will not be considered)
 - Preferred campus (either Burnaby or DTC)
 - **your resume**
 - **your unofficial BCIT Transcript** - include grades up to December 2023
 - **a letter of reference from one of the following: a BCIT Instructor, a current or previous employer, or an individual who supervised you in a volunteer position.**

Interviews will be conducted in mid-April and **only those candidates being interviewed will be contacted** via e-mail to schedule an interview time.

Summer positions will begin the week of June 3rd and will run until August 30th. At the end of the summer session, Student Interns will be invited to continue working throughout the Academic year based on performance. Academic year positions will begin after Labour Day. The current student pay rate is \$18.90 per hour.

If you have any questions about these positions, feel free to email its_student_hiring@bcit.ca