

Position: Content Management Solution Migration Summer Student

Location: 18 Auriga Dr, Ottawa

Work Model: Hybrid

Reports to: Manager-System Administration

Position Summary

Our Content Management Solution Migration summer student will assist with the migration of documentation from an old Wikimedia system to SharePoint. This includes reviewing and validating existing content, as well as adding any new information about our ID System Test Lab that has not yet made it to the current solution. You'll be working independently, while coordinating with testers, developers, system administrators, database administrators, managers, and technical writers.

What We Can Offer You

- **Career:** As a knowledge-based organization we will provide you with a summer of learning opportunities and work that will grow your knowledge, skills and abilities - and your resume! We will give you a strong foundation for your career, with impactful work and a supportive team that has years of experience in their fields.
- **Culture:** Personal character is the foundation of our culture. CBN's 7 Core Principles shape and guide our behaviours and underpin the sense of community you will experience at CBN. Equality, diversity and inclusivity are important to us as an organization, and we are committed to fostering and developing a work environment where every employee is treated with dignity and respect.

What you'll do

- Familiarize yourself SharePoint and Wikimedia solutions and provide a skeleton of the SharePoint site layout
- Organize information in the new Content Management System (CMS) and present the proposed layout to upper management
- Complete migration of all data from the old system to new SharePoint
- Validate and correct any information to reflect the proper configuration and processes of the test lab
- Train multi-disciplinary teams on the new layout of the CMS
- Write new standard operating procedures (SOPs) for the maintenance of the information in the new system, as well as any additional SOPs that may relate to generic processes to the Support Department
- Add any new configuration and information to reflect the current status test lab

Qualifications

- Must be a current College, CEGEP, or University student
- Must have completed at least 1st year and be enrolled for upcoming fall semester
- Preference will be given to students enrolled in programs most closely aligned with the job
- A strong understanding of Microsoft Office 365 suites

- Basic understanding of computer systems (specifically Windows desktop)
- Strong writing skills, with experience in technical documentation and standard operating procedures
- Strong communication skills, including the ability to coordinate with people in diverse disciplines of IT
- Excellent organizational skills
- Independence and initiative

About Us

CBN designs and develops industry leading solutions for the following domains: Border Security, Civil Identity, Driver Identification and Vehicle Information, Currency and Excise Control, and Lottery and Charitable Gaming. To learn more, visit www.cbnco.com.

As an Equal Opportunity Employer, Canadian Bank Note Company, Limited is committed to achieving a skilled and diversified workforce that reflects the diversity of the Canadian population. We encourage applications from women, visible minorities, people with disabilities and Aboriginal people. Canadian Bank Note Company Limited is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this competition, please advise the interview coordinator of any accommodation measures you may require.

The health and well-being of our employees is a top priority for CBN. It is our responsibility to ensure that we provide a safe work environment. In response to the COVID-19 Pandemic, we have implemented a mandatory vaccination policy that requires all employees to be Fully Vaccinated. Currently, Fully Vaccinated means that you will have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada. For prospective candidates, when a conditional offer of employment has been made, you will be asked to attest to your vaccination status and will be required to submit proof of vaccination status or request for accommodation pursuant to a relevant provision of Ontario's Human Rights Code, as amended. If you have any questions or require human rights-based accommodation, please reach out to the CBN Human Resources team at humanresources@cbnco.com.