

**Position:** Test Lab Summer Student

**Location:** 18 Auriga Dr., Ottawa

**Work Model:** Onsite

**Reports to:** Manager-System Administration

### **Position Summary**

Our Test Lab summer student will assist with inventory, cleaning, and network configuration support in our test lab. You'll help us take inventory of the equipment in our test lab and determine if it's no longer needed, and work alongside our network engineer to configure printers and devices.

### **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**

- Conduct inventory and cleaning in our test lab, following a project started last summer.
- Familiarize yourself with our inventory management tool, Snipe-IT, within the first couple of weeks.
- Triage and document all hardware in the test lab.
- Purge unnecessary equipment and organize remaining equipment.
- Assist the network engineer with changing the network configuration of several desktop, printers and other systems as part of a migration project.
- Work with the network engineer to ensure that the changes are implemented correctly.

### **Qualifications**

- Must be a current College, CEGEP, or University student
- Must have completed at least 1<sup>st</sup> year and be enrolled for upcoming fall semester
- Preference will be given to students enrolled in programs most closely aligned with the job
- Basic computer knowledge, including:
  - Internal computer hardware
  - Windows operating system
  - basic networking.
- Ability to lift and carry computers, printers, cameras, etc.
- Strong organizational skills
- Appreciation for neat and orderly workspaces
- Ability to work independently.

- Good communication skills

## 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](http://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](mailto:humanresources@cbnco.com).