

Position: Information Services Summer Student x 2

Location: 18 Auriga Dr, Ottawa

Work Model: Onsite

Reports to: Director – Information Services

Position Summary

Our IS Summer Student is a great opportunity for someone who is interested in getting into IT Support. You'll get hands-on hardware assembly and troubleshooting experience and also get to hone your interpersonal and customer service skills.

What We Can Offer You

- **Career:** As a knowledge-based organization we will provide you with learning opportunities and challenging work that will grow your knowledge, skills and abilities - and your resume!
- **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

- Assist Service Desk team with end-user service requests, including how-to questions, software provisioning, software troubleshooting, access changes, user provisioning/deprovisioning.
- Assist Workstation Support on troubleshooting hardware issues, including troubleshooting hardware, repairing or replacing hardware, software packaging, patching network connection requests, assisting with legacy workstation modernization.
- Collecting old machines, decommissioning them and logging them into inventory.
- Migrating Lotus notes database/workflows to modern technologies (ie. May involve working with technologies such as MS Forms, Power Automate, Sharepoint)
- Performing additional support tasks in support of the Corporate IS group as required.
- Travel between our three Ottawa locations (975 Gladstone Ave., 145 Richmond Rd., 18 Auriga Dr.) as needed

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

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.