



**BRANDON
UNIVERSITY**

Founded 1899

Position Vacancy

Application forms are available on the Brandon University website on Careers@BU or in the hall outside the Human Resources Office, 337 Clark Hall, 270-18th Street, Brandon, MB, R7A 6A9. Completed applications are accepted in-person, by mail, by fax to (204) 726-1957, or by e-mail to hr@brandonu.ca. Office hours are Monday to Friday 8:30 a.m. to noon and 1:00 p.m. to 4:30 p.m. Applications being dropped off outside of work hours may be inserted in the mail drop box.

Applications are to be received by: 4:30 p.m. on June 13, 2011

Job Vacancy Number: 2011-07(27)	Employee Group: MGEU
Classification: Coordinator of User Services	Department: Information Technology Services
Type of Position: Full-time Regular	Hours of Work: 35 hours per week
Wage or Salary: \$35.82 per hour	Start Date: ASAP
Probation or Trial Period: Minimum 6 months to a maximum of 12 months	Date Issued: May 31, 2011

DUTIES:

Reporting to the Director of Information Technology Services, the Coordinator of User Services provides leadership in supporting faculty, staff and students in the use of computer systems, software, lab facilities, audio/visual equipment, and technologies supporting administrative systems, research and learning. This position plans and coordinates the technology renewal program, supervises helpdesk, IT user support staff and is responsible for researching and recommending appropriate computer/media hardware and software for use by faculty, staff and students. Other related duties as assigned.

QUALIFICATIONS:

B.Sc. degree in Computer Science or Information Technology and five years experience, or a comparable combination of education and work experience is required. This position requires excellent customer service and organizational skills, the ability to adapt to and implement innovative technologies as well as the ability to handle many complex issues and requests simultaneously. Supervisory experience would be considered an asset.

We thank all applicants for their interest and effort in applying for this position and advise that only candidates selected for interviews will be contacted. Short-listed candidates will be expected to provide credentials at time of interview. Please include in your application the names and contact information of three references. All qualified candidates are encouraged to apply, however Canadian and permanent residents will be given priority.

PLEASE DO NOT REMOVE THIS NOTICE SO THAT OTHERS MAY ALSO BECOME AWARE OF THIS POSITION VACANCY. THANK YOU.