

Job Ad – Summer Student, Information Services Assistant



Columbia Basin Trust is looking for a Summer Student to join our Information Services team from May through August 2025 in our Castlegar office. If you are self-motivated and have technical acumen, we want to hear from you!

The rate of pay for this position is \$25.00 per hour.

Reporting to the Business Systems Administrator you will:

- Provide the Information Services department with records management and help desk support.
- Provide support for projects and tasks, such as intranet content standardization, migration of records to digital space and network inventory documentation.
- Develop and update technical documentation and end user self-help material including video-based learning modules for applications and processes.
- Provide administrative and office support services.
- Conduct research for various information services projects and applications.

We are seeking a passionate student who is eager to advance their career in business and technology.

The key skills required for this position include strong verbal and written communication abilities, proficiency with technology, and the capability to effectively research and document findings on various topics. Applicants must be post-secondary students, preferably enrolled in programs such as business, computer science, information systems, or a related field with a focus on business or information services and returning to school in the next academic year.

How to apply:

If you have what it takes to fill this exciting opportunity, submit a cover letter and resume on our website at <https://ourtrust.org/careers> by March 7, 2025. The Trust respects and values the rich and diverse cultures in the Columbia Basin. We welcome and encourage those with different backgrounds and experiences to apply.

Who are we?

Our staff team is made up of highly motivated, innovative and passionate individuals who thrive in a dynamic environment and want to contribute to Basin communities. Working alongside the people of the Basin, the Trust is committed to strengthening where we live, now and for future generations.

The Trust gratefully operates in the unceded, traditional territories of the Ktunaxa, Lheidli T'enneh, Secwépemc, Sinixt and Syilx Nations. This region is also home to six Metis Nation BC Chartered Communities. We have offices in four communities in the Basin: Castlegar, Nakusp, Cranbrook and Golden. These communities offer year-round outdoor recreation, a vibrant arts and culture scene, and much more.

SUMMER STUDENT, INFORMATION SERVICES ASSISTANT

SUMMARY

The Summer Student, Information Services Assistant is responsible for assisting and providing support to the Information Services Department for a variety of initiatives and other responsibilities of the department. This is a full-time, temporary position reporting to the Business Systems Administrator from May through August 2025 and is based in the Castlegar office.

KEY ACCOUNTABILITIES

- 1. Provides support to the Information Services department including Records Management.**
 - Provides end user Help Desk support by troubleshooting and remediating desktop hardware, software, and printer issues, escalating where necessary.
 - Provides support for a wide variety of projects and tasks, including, but not limited to, intranet content standardization, report building, migration of paper records to digital space and supporting network projects.
 - Assists with the creation of online application and reporting forms for public granting streams.
 - Provides support for records management to develop classification documentation and assists with project planning.
 - Develops and updates technical documentation and end user self-help material including video-based learning modules for applications and processes.
 - Supports the creation of essential reports by leveraging Dynamics 365 and Power BI, ensuring accurate and timely delivery of crucial insights for decision-making.
- 2. Conducts research activities.**
 - Conducts research for various information services projects and applications.
 - Analyzes data and develops reports on findings, as necessary.
- 3. Provides administrative and office support services.**
 - Assists with reception coverage during lunch hours and holidays as required.
 - Assists with the coordination of meetings.
 - Provides administrative and office support services as required.
 - Assists with the coordination of corporate events and activities as required.
- 4. Performs other related duties as required.**

QUALIFICATIONS

Training and Experience

- Currently enrolled in business, computer sciences, information systems, or a similar post-secondary education with business or information services focus.
- General technical acumen preferred.
- Previous related work experience is an asset.

Knowledge, Skills, and Abilities

- Ability to prioritize and manage multiple projects while ensuring accuracy and meeting deadlines.

- Ability to conduct research and analysis and consolidate information into a simple, direct, and readable style.
- Ability to work independently with limited supervision taking initiative, but also taking direction.
- Strong verbal, written, graphic and web-based communication skills.
- Knowledge and experience using Microsoft suite of applications, SharePoint is an asset.
- Ability to maintain a high degree of confidentiality.
- Periodic travel may be required.