



EMPLOYMENT OPPORTUNITY

No. K26-04-IEEA
Internal external
posting

IT Services Clerk

Kiuna Institution is designed by and for First Nations but is open to everyone!

At Kiuna, our goal is to make postsecondary education more accessible to First Nations members. Our college is recognized for its culturally safe educational services, which are reflected in a unique environment where programs, student services, human resources, teaching methods, and educational materials take into account Indigenous cultures and traditions.

Job title: IT Services Clerk

Employment status: Regular

Hours per week: 35 (37.5 in winter and 28 in summer)

Work location: Institution Kiuna, 1205, QC-132, Odanak

Employment type: On-site

Start date: As soon as possible

Annual salary: Between \$48,654 and \$64,601, according to the salary scale in effect

Summary job description

Assist Kiuna's IT technician in maintaining and optimizing the information system, in accordance with the guidelines of the First Nations Education Council's IT team. Provide first-level support to users, assist with account management, incident tracking, and the implementation of security measures, while helping to install and configure IT equipment as well as classrooms and workspaces. Stay up to date on new technologies to effectively support the team.

Here is a description of the job, under the authority of the assistant director:

- Support the smooth operation of the information system (networks and applications).
- Provide support to users.
- Participate in the implementation of IT security policies and measures.
- Help identify and resolve technical issues (access, performance, connectivity).
- Conduct basic technology monitoring to support system evolution.
- Participate in the installation and updating of workstations and IT equipment.
- Set up, move and connect equipment (computers, monitors and peripherals).
- Ensure the proper functioning and basic maintenance of IT equipment.
- Help setup workspaces and classrooms.
- Help setup and relocate equipment and provide technical support for equipment during events or activities.

Requirements

- Hold a diploma in IT support (diploma of vocational studies or attestation of collegial studies).
- Being a First Nation member is an asset.
- Have relevant work experience with First Nations.
- Speaking a First Nations language and English is an asset.

Working conditions



Pension plan, holiday season in addition to annual holidays, flexible cultural holidays, sick days, choice of work schedule, summer schedule (four days a week), possibility of a telework bank, telemedicine, housing available within walking distance, public transport, work-family balance (subject to eligibility requirements).

Kiuna gives priority to First Nations members and Inuit.

Please submit your application by 4:00 p.m. on May 21st, 2026, to emplois@kiuna.ca

We thank everyone who has expressed interest in this position.

Only selected candidates will be contacted.