



## Job Posting: Computer Technician

**Location:** File Hills Qu'Appelle Tribal Council -Education Department

**Type:** Full-Time

### About Us

At File Hills Qu'Appelle Tribal Council (FHQTC) Education, we support 11 First Nation communities in creating safe, inspiring, and culturally rich learning environments. Our mission is to empower students, educators, and staff through innovative technology and collaborative support.

We are looking for a skilled **Computer Technician** to join our team – a tech-savvy problem-solver who enjoys helping others, thinks creatively, and values the role of technology in education.

### Responsibilities

- Set up, configure, maintain, and repair computers, laptops, iPads, printers, smart boards, and other devices.
- Administration of user accounts and email accounts in active directory-MS365
- Troubleshoot software, network, and hardware issues with speed and professionalism.
- Deploy and reformat computers/laptops using imaging software.
- Track and report all repairs, service requests, and solutions.
- Provide remote access and in-person support to schools, teachers, students, and FHQTC staff.
- Proficiency with desktop productivity tools including Microsoft Word, Excel, Outlook, and Internet Explorer.
- Understanding of network and standalone printers and scanners.
- Work with the IT team to evaluate and implement new software, hardware, and technology improvements that support learning and operational efficiency.
- Collaborate with principals, teachers, and the IT team to support school technology plans.
- Deliver excellent customer service and culturally respectful support to First Nation communities.
- Train staff and students to use technology effectively.

## Qualifications

- Degree or diploma in Computer Science, IT, or a related field (or equivalent combination of experience and certifications like CompTIA A+)
- Strong knowledge of networks (LAN/WAN), software, peripherals, and internet security
- One year experience in an IT related field
- Excellent troubleshooting and problem-solving skills
- Strong communication and collaboration skills
- Punctual, reliable, and organized
- Understanding of First Nation culture, language, and education systems
- Ability to transfer, lift and reposition equipment up to 50 lbs.
- Valid Driver's License'

## Bonus Skills

- Experience with MMS or other education database systems

## Why Join Us?

- Work in a supportive, collaborative, and culturally rich environment
- Make a real impact on students' learning and staff success
- Opportunity to grow professionally in a dynamic educational organization

## Apply Today!

Bring your tech expertise, creativity, and passion for Education to FHQTC. Help us empower First Nation students and staff through technology.

Forward your cover letter and resume to  
[hr@fhqtc.com](mailto:hr@fhqtc.com) by January 13, 2026

