WORK WITH US

ACTIVE LIVING
2500 University Drive NW
Calgary, AB, Canada T2N 1N4
ucalgary.ca/activeliving

UNIVERSITY OF CALGARY

Active Living Tech Assistant – Student Position

https://active-living.ucalgary.ca/

Are you currently pursuing a degree in Computer Science or a related field? Would you like a job that is engaging, project oriented, and contributes to healthy active living for all? Active Living is looking for a Tech Assistant to support the work of our existing IT team. The primary purpose of the position would be to assist with web development and use of our in-house software called the Client Services Integrated System (CSIS). This position is ideal for a student looking for a part-time commitment and experience to add to their resume.

Salary Range: Technical I of the AUPE Collective Agreement
Shifts: Hours range from 12-22.5 hours a week

Responsibilities include:

- Basic web design and maintenance
- Work on projects with the support of the Technical Specialist position
- Generate reports and provide statistics from custom in-house registration software (CSIS)
- Provide IT support and guidance to Active Living staff on CSIS and/or Drupal questions in a timely and effective manner.
- Maintain CSIS lists, pulling reports
- Work on improving our data analysis to better provide insight into our client base.
- Assist with adding/editing programming, tagging, etc. as needed.
- Ensure online options look consistent.
- Other work tasks as assigned by the Supervisor.

Qualifications:
- Preference given to Undergraduate and Graduate students in the Faculty of Science
- SQL, HTML, CSS and web development or database experience.
- .Net experience considered an asset.
- Must have availability during office hours (9am-5pm Mon-Fri) for a minimum of 1-2 days.
- Working knowledge of Microsoft Office and Adobe creative suite programs is required.

Skills:
- Strong interpersonal and communication skills
- The ability to be creative and understanding in solving problems
- Willingness to learn and be apart of a team
- Intermediate computer skills

To apply:
Please submit your resume and cover letter to activejobs@ucalgary.ca. Qualified applicants will receive an application form.