



qathet School District is committed to equity and diversity, and a staff team that reflects the community we serve. We encourage applications from members of groups with historical and/or current barriers to equity, including Indigenous peoples; members of groups that commonly face discrimination due to race, ancestry, colour or religion; persons with physical and/or mental disabilities; and/or persons of marginalized sexual orientations and gender identities.

Permanent External Posting C25262667
Helpdesk Technician

Under the supervision of the Superintendent and/or their designate, the Helpdesk Technician/Data Support Specialist is responsible for assisting in the support of Data Related Management, with a focus on supporting the needs of technology users in accordance with current policies and technical practices.

Duties

- Regularly input data into MyEducationBC (MyEd);
- Provide data related and MyEd support within the District or school locations;
- Provide first/second level technical support, troubleshooting and training services, to staff, students, and team members, via phone, remotely, or on site for data related support (PowerBI, EDX, Messenger and MyEd);
- Identify problems, monitor, administer, and problem solve various system, network, and operational issues and within data related systems;
- Prepare and maintain records and statistics within MyEd; including, Ministry data submissions (1701)

Qualifications and Experience

- Completion of Grade 12 plus 1 year of post secondary training in technology or other related program or experience;
- Preference will be given to experience in data management systems;
- One to two years of recent, successful, and comparable work experience - preference will be given to experience in data management systems; example MyEd, PowerBI, and EDX;
- Must possess and maintain a valid BC Driver's Licence.

Salary and Application Details

This is a unionized CUPE Local 476 position. It offers an hourly wage rate of \$34.13 per hour. The schedule is 5.0 hours per day, 25.0 hours per week, 10 months per year. This position will begin May 11, 2026, or another mutually agreed date.

Interested applicants are asked to apply via email to hr@sd47.bc.ca or via Make a Future. Please provide a cover letter, resume, contact information for three supervisory references, and copies of relevant certifications.

Deadline for applications is **Thursday, May 7, 2025, at 3 pm.**

We appreciate all interest in this position however, only those selected for an interview will be contacted by the District.

View the full job description here: [12.08 Helpdesk Technician](#)

For further information regarding this position, please contact the Superintendent, Paul McKenzie, at 604-414-2600.

